Cancer Waiting Times

Business Objects XI (BOXI)

User Training Manual

Beginner/Intermediate

Cancer Waiting Times
Information Services Division
Cirrus House
Marchburn Drive
Glasgow Airport Business Park
Paisley
PA3 2SJ

E-mail: nss.isdCancerWaitsNew@nhs.net

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Prepared by:	**Jane Goodall, Scott McGillivray & Martin O'Neill – ISD Waiting Times Programme**		
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1. Introducing the Cancer Waiting Times data base

The Cancer waiting Times (CWT) data base contains information on cancer patients diagnosed from January 2010 to present day, based on monthly submissions received from NHS Boards' tracking systems.

This data base is accessed through Business objects, which is an integrated query, reporting and analysis tool that allows users to directly access data in corporate databases then present and analyse the information. This version of the manual is based on the Web Intelligence of Business Objects version Xi (BOXI)

1.1 *Process for loading files to the data base and viewing the results*

Before we begin to look at BOXI in more detail it may be helpful to learn about the process of how the CWT data extract submitted from your NHS Board's tracking system, via SWIFT DVL, reaches the database and where BOXI fits in to the process. The validation / load process is summarised in the diagram below:

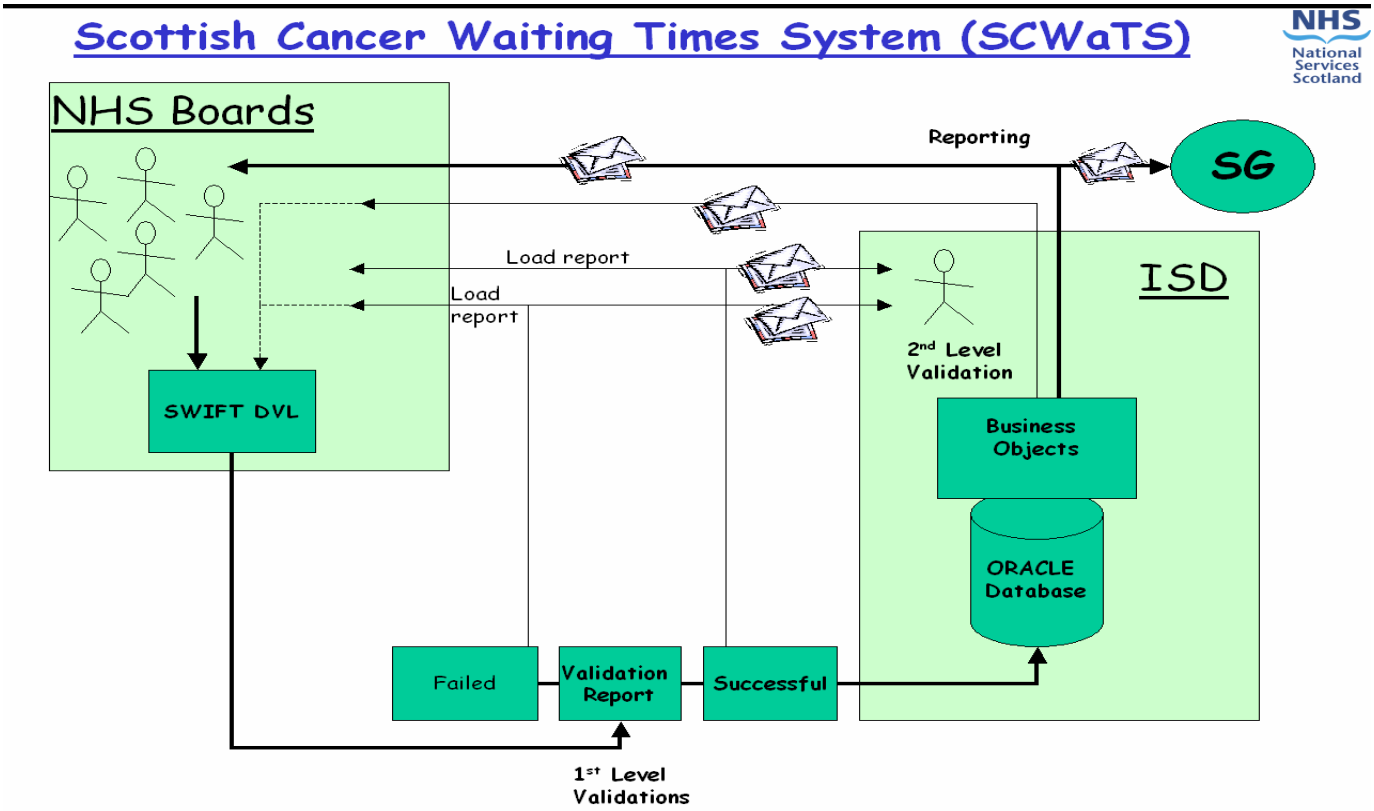


Figure 1 – Summary of the validation and load process for Cancer Waiting Times

Once a file has passed validation, an automated e-mail is sent to the file sender to confirm receipt of the file and following this an automated successful load notification/file load failure.

Once the successful load e-mail has been received, users can run reports in BOXI to check the effects of their update file in the CWT data base.

1.2 Snapshot / Publication

Cancer Waiting Times figures for NHS Boards in Scotland are published nationally every quarter and the figures are based on a 'snapshot' of the Cancer Waiting Times data which is taken from the national Cancer Waiting Times data base around one month prior to the publication. The snapshot provides a fixed position on which the figures can be analysed by ISD, checked by Boards and then published. The 'snapshot' data is held in a separate area from the 'current' data meaning that the Boards can continue to submit updates to the CWT data base without affecting the figures that are to be published.

1.3 CWT Publication reports and security

Publication reports in BOXI are split into 62-day and 31-day targets. It is important to note that performance against these targets was achieved by December 2011; the timescale agreed by the Scottish Government. These targets are considered as National Standards from 1st April 2012. Each suite of reports shows performance against national standards (formerly targets), distribution, trends and adjustments.

Along with viewing data you have submitted (based on Board of receipt of referral) you will also be able to view records of patients which you have treated, but have been referred from another Board. The 62-day report will show which Boards the eligible 62-day referrals have originated from, for the patients you have treated in that quarter. The 31-day report shows the number of eligible 31-day referrals that you have treated and will also include referrals out with your Board for patients you have treated.

1.4 CWT Resources

A number of other resources are available to assist you when working with CWT data and can be accessed on the guidance page of the CWT website:

http://www.isdscotland.org/Health-Topics/Waiting-Times/Cancer/Guidance/

For example:

- **Cancer Waiting Times Standards Data & Definitions Manual**
  This manual provides guidance on recording CWT data.

- **SCWaTS Validation Manual**
  This manual gives details on how to make a submission to ISD and provides information on how records are validated.

Section A: Consumer Users and Power Users

A2. Cancer Waits on BOXI

BOXI can be accessed by ISD and NHS Board users for viewing and refreshing reports. Power users have the additional privileges to create, modify and save reports. The web address for access is as follows:
https://www.bic.scot.nhs.uk/

A2.1 Getting started

Before you begin you must:

a) Ensure that your PC meets the necessary specifications and has the correct version of JAVA installed; Java Runtime Environment (JRE) Version:
1.4.2_08 to 1.5.0_xx
1.6.0_02 and above
NOTE: Version 1.6 is currently not supported for Internet Explorer 6

Email the Cancer Waits inbox (nss.isd.CancerWaitsNew@nhs.net) for the full PC specification required to run Business Objects client and web software.

b) In order for ISD to request your account to be set up, ensure that your local Caldicott Guardian has approved your request for access on the Cancer Waiting Times User Request Form (see Appendix B).

The user type will require to be specified as one of the following:

- Power user (confidential/full access) gives the user the facility to create, modify, run and save their own reports as well as refresh reports built by others
- Consumer user (non-confidential/restricted access) which will only allow the user to view and refresh reports built by others

c) Ensure you have your NHS National Services Scotland LDAP username and password. This should be issued within 3 days of ISD receiving your request for access on the Cancer Waiting Times User Request Form.

A2.2 Logging in and out of BOXI

Using your internet browser, log into the NHS Scotland Business Intelligence portal:

https://www.bic.scot.nhs.uk/

Clicking on 'Login' will show the following screen (it would be a good idea to save a link to this screen as a favourite / bookmark in your browser or on your desktop if you are going to be using BOXI on a regular basis):

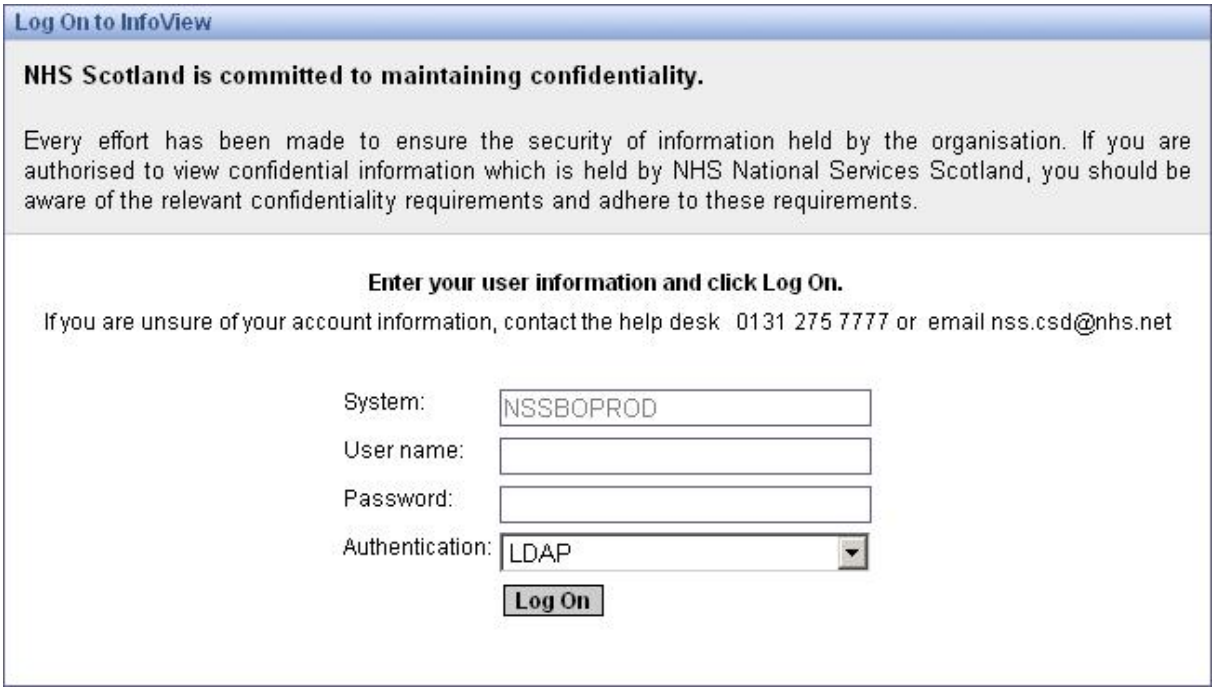

Log On to InfoView
NHS Scotland is committed to maintaining confidentiality.
Every effort has been made to ensure the security of information held by the organisation. If you are authorised to view confidential information which is held by NHS National Services Scotland, you should be aware of the relevant confidentiality requirements and adhere to these requirements.
Enter your user information and click Log On.
If you are unsure of your account information, contact the help desk 0131 275 7777 or email nss.csd@nhs.net
System:
NSSBOPROD
User name:
Password:
Authentication:
LDAP
Log On

Figure 2 – Log on screen for the Production/Live version of BOXI

- Enter your LDAP user name and password. This is **case sensitive**.
- Set your Authentication to LDAP from the drop down menu
- Click Log On

Once logged in, you will see the following screen which is effectively the 'homepage' for BOXI:

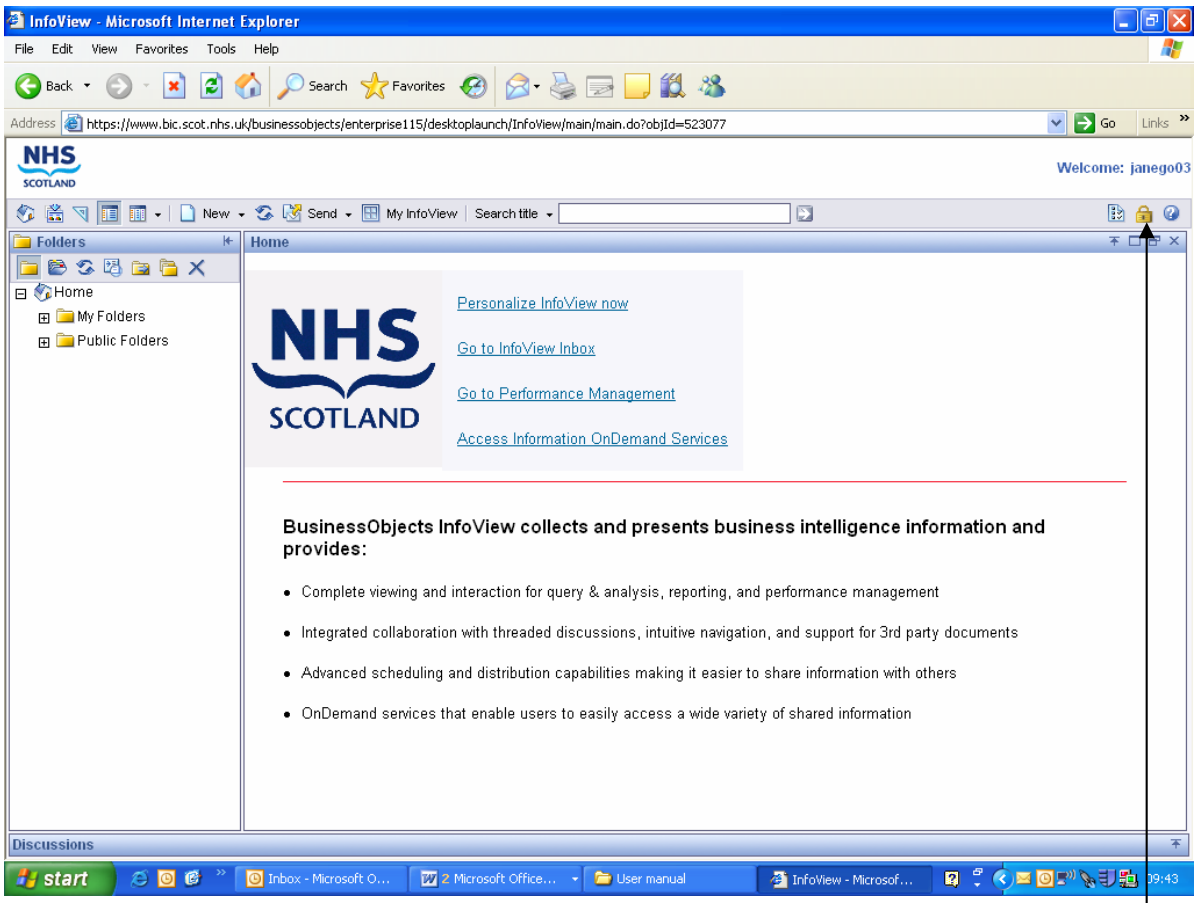

InfoView - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.bic.scot.nhs.uk/businessobjects/enterprise115/desktoplaunch/InfoView/main/main.do?objId=523077
Go Links
NHS SCOTLAND
Welcome: janego03
New Send My InfoView Search title
Folders
Home
My Folders
Public Folders
Home
NHS SCOTLAND
Personalize InfoView now
Go to InfoView Inbox
Go to Performance Management
Access Information OnDemand Services
BusinessObjects InfoView collects and presents business intelligence information and provides:
Complete viewing and interaction for query & analysis, reporting, and performance management
Integrated collaboration with threaded discussions, intuitive navigation, and support for 3rd party documents
Advanced scheduling and distribution capabilities making it easier to share information with others
OnDemand services that enable users to easily access a wide variety of shared information
Discussions
start
Inbox - Microsoft O...
2 Microsoft Office...
User manual
InfoView - Microsof...
09:43

Figure 3 – Initial Business Objects 'homepage'

In order to log out of BOXI all you have to do is click the small padlock icon which you will find towards the top-right of your screen. Note that this icon will be found in the same corner of the screen on the majority of pages when using BOXI so you will be able to log out at any point.

TRY – Logging in and out of BOXI

1. Log in to BOXI with the username and password that has been assigned to you (remember to choose LDAP in the Authentication list before clicking Log On).
2. Once logged in, look for the 'padlock' icon (see above) on the homepage and click it to log out of BOXI.
3. You should now be viewing the Log On screen again. Your username and LDAP authentication should already be populated this time.

A2.3 Navigation in BOXI

Having logged in to BOXI you will notice that the 'homepage' is split into two parts. On the left-hand side is a list of folders and on the right-hand side is the welcome screen. First time users should see an identical screen to that shown in Figure 3 though other users may have a slightly different view if you have previously used BOXI for working on other applications (e.g. A&E data, Waiting Times, System Watch etc.). However, for the majority of users, the initial folder list on the left should be the same, giving you a choice of two folders – 'My Folders' and 'Public Folders'. This folder list is the main method of navigation in BOXI and this section will provide a brief summary on how you can find your way around by using this list.

My Folders

As you might expect from the name, 'My Folders' is a personal area that can only be accessed by the user. Clicking on the **+** symbol beside will reveal two sub-folders – 'Favorites' and 'Inbox' – as in the diagram below:

Figure 4 – Navigating 'My Folders'

The 'Favorites' folder is where a user can save copies (or results) of reports that they may be working on (running and saving reports will be covered in section A3). The Inbox folder also has a use – BOXI effectively has an 'internal email system' between users – but this will not be covered in this manual.

Public Folders

'Public folders' contain areas that are common to a particular Board and also areas which are common to all BOXI users.

Clicking on the **+** symbol beside 'Public Folders' and then continuing to navigate through the folder 'tree' by clicking the **+** symbol beside 'Scotland' and then 'NHS' will reveal two sub-folders – one with the name of your Board and the other called 'New Cancer Waiting Times'.

'Board User Reports' folder

Clicking the **+** symbol beside your Board folder and opening out the sub-folders should leave you with a view that looks similar to the following (using Grampian as an example):

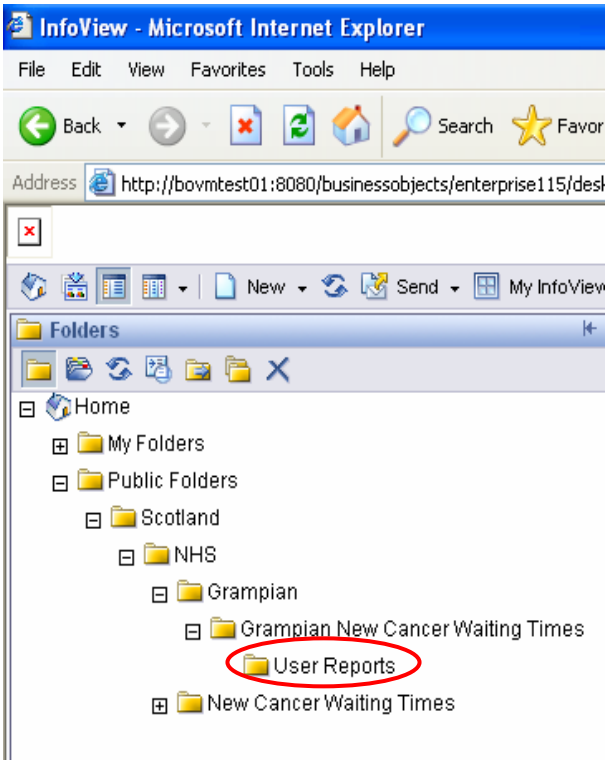


Figure 5 – Navigating 'Public Folders'

The important folder for the purposes of this manual is the User Reports within your Board folder as this provides an area where you can save reports that can only be accessed by other BOXI users in your Board.

'Cancer Waiting Times' folder

The 'Cancer Waiting Times' folder is where the centrally designed reports that are common to all users of the CWT BOXI Universe are to be found. Note that Board users will only be able to see the data from their own Board of Treatment when running these reports.

Clicking the **+** symbol beside 'Cancer Waiting Times' folder reveals two sub folders – '*Snapshot Reports*' and '*Standard Reports*'.

- ***Snapshot Reports*** – The reports in this folder will return figures that are based on the most recent 'snapshot' of data for Publication and will not take into account any submissions made after the snapshot has been taken.

  If a user wanted to see what effect the new submission had on their Board's figures they would have to run the equivalent reports in the *Standard Reports* folder.

- ***Standard Reports*** – The reports in this folder will return figures that are based on the most recently loaded files to the CWT database, so will change depending upon the frequency of submissions.

NOTE: There is an important difference between the reports in the two folders and users should be aware that although reports in both folders have names in common the data that they run from is either 'fixed at the last snapshot' or 'live'. In addition, Publication reports in *Standard Reports* include all screened patients, cervical patients and additional cancer types whereas Publication reports in *Snapshot Reports* will exclude these cases dependant on reporting dates due to the phased introduction of cohorts. See the publication reports available on the CWT webpage for more detail around the phased introduction of cohorts.

TRY – Check out the Standard reports

Expand the Public Folders and click on the 31-day and 62-day sub folders within 'Standard Reports' to view the Publication reports held there. Read the names and familiarise yourself with the suite of Publication reports.

TIP: You can personalise your BOXI homepage in a number of ways. One way is to set preferences so that you do not have to navigate the 'folder tree' every time you log on but instead be directed straight to the reports that you will use the most often (whether that be in 'Standard Reports' or your 'Board User Reports' folder).

To do this click on the preferences icon , which you can find near the top right of the browser window, and select **Yes** if you are prompted for a response.

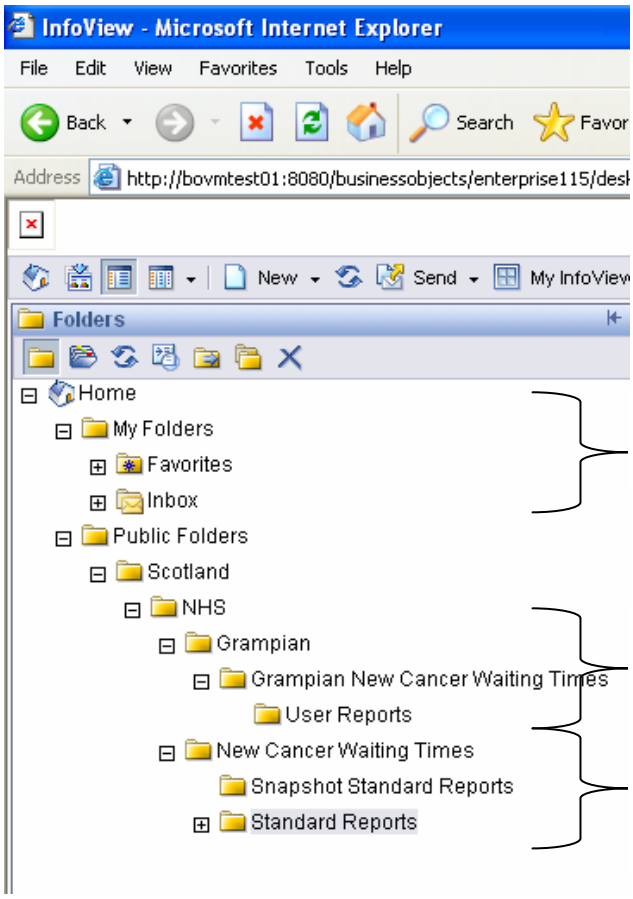
On the following screen you will see a list of options under the heading **My initial view is…** Choose '**the folder:**' and then click the **Browse…** button.

Select the folder from the list which contains the reports that you wish to see first when you log in to BOXI and then click **OK**. This will take you back to the main preferences screen.

Scroll down to the bottom of the preferences page and click **OK**. This will set your preferences so that in future you will be directed to your chosen folder when you next log on to BOXI.

Navigation summary

Section A2.3 has covered the steps required to navigate your way around the folder structure in BOXI. In doing so it was mentioned that there are three distinct areas which offer different levels of access to particular groups of users and these are summarised in the diagram below:



Folders containing reports that are only accessible by the individual user

Folders containing reports that are only accessible by Board users

Folders containing reports that are accessible by all CWT BOXI users. Board users can only see their own data; ISD users can see data for all Boards.

Figure 6 – Navigating BOXI – highlighting key areas

These three areas all have a part to play in the following section so please ensure that you are comfortable with the differences between them before moving on to the next section.

A2.4 More about Business Objects XI Web Intelligence (BOXi)

What is BOXI?

BOXI is an internet browser based tool which provides an interactive and flexible user interface for building and analysing reports on data which is held in the CWT database.

There are a number of common terms in use when talking about BOXI:

- **Universe**

A universe is a semantic layer which is placed between the user and the data mart. The universe maps to the data items in a data mart or database but presents the data using everyday terms. Universes are made up of a series of Objects and Classes

- **Objects**

These are named components of the universe that map directly to data (or derived data) in the data mart. Objects are used in the query to retrieve data for the report. There are two main types of object and these are as follows (with symbols):

- ***Dimensions***
  Retrieve data that will provide the basis for the report. Usually character type data e.g. hospital identifier code, names, dates, codes etc.

- ***Measures***
  Retrieve numeric data that is the result of calculations on data held in the data base e.g. Days of referral to treatment.

Other common items that can be found in the universe alongside the various Dimension and Measure objects are:

Predefined filters.

Created by the universe designer in order to capture the most common set of restrictions that are used when querying the data (e.g. Eligible Referrals Treated within 62 days). Such filters are made available in the universe so that the user does not have to recreate the filters in every report. These have been split into categories of 62- day, 31-day target specific, exclusions and waiting times adjustments.

- **Classes**

These are a logical grouping of related objects / measures / filters. Each class can also contain one or more sub-classes.

The screenshot below shows some of the Classes (with sub-classes) and Objects currently in use within the CWT universe. Please see the Appendix A for a full list of objects in the CWT universe.

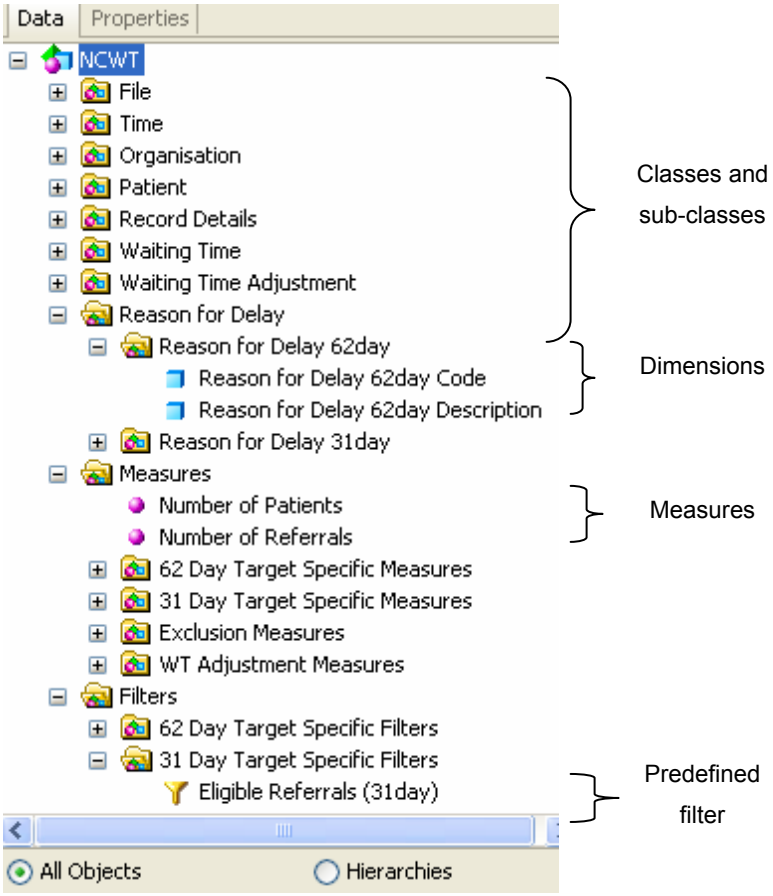


Figure 7 – Classes and Objects in the NCWT universe

Core functionality

There are four key functional elements to BOXI and they are as follows:

a) Querying

The first stage in gathering data for the report is to query the source data which you do by 'Refreshing' the data in the Business Objects report(s). This process is summarised in the following diagram:

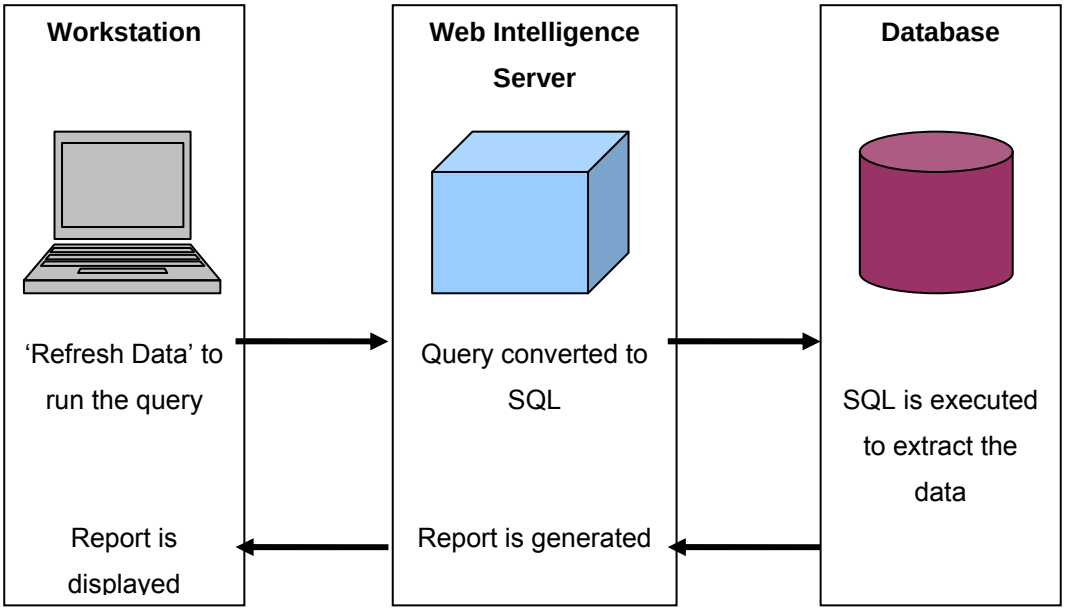


Figure 8 – Summary of the data query process using BOXI

b) Reporting

Once you have retrieved the data, it can be presented in a number of ways – e.g. tables, crosstab, charts (bar, line, pie etc.):

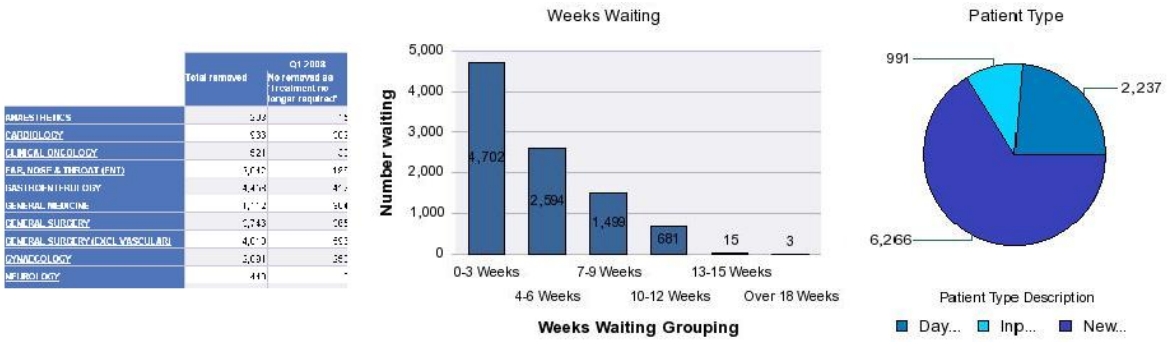
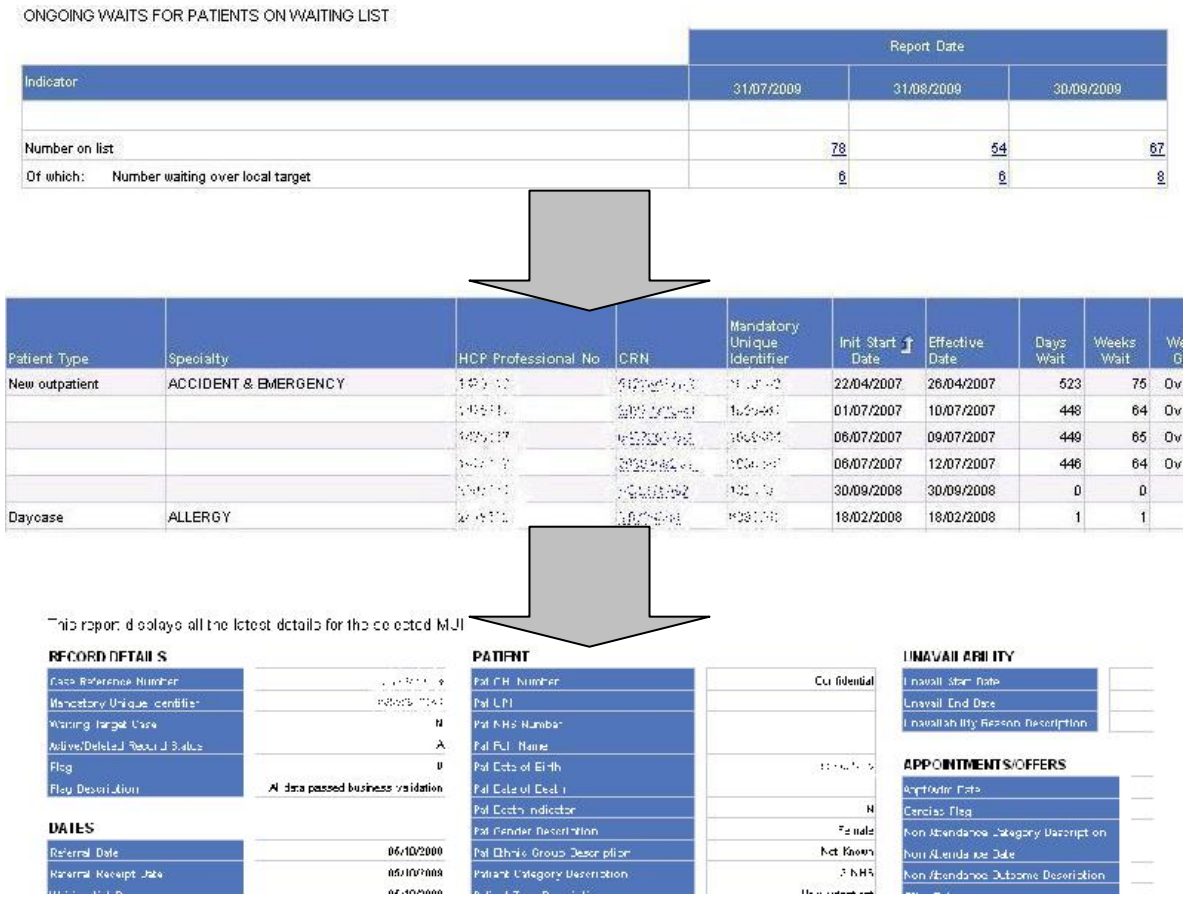


Figure 9 – Examples of data presentation using Business Objects

c) Analysing

Data can be analysed at different levels (e.g. aggregated figures, lists, individual records etc.) depending upon the needs of the user. It is also possible to link reports so that you can 'drill down' to more detailed information (e.g. from an aggregated number to individual cases etc.)



ONGOING WAITS FOR PATIENTS ON WAITING LIST

Indicator	Report Date 31/07/2009	31/08/2009	30/09/2009
Number on list	78	54	67
Of which: Number waiting over local target	6	6	8

Patient Type	Specialty	HCP Professional No	CRN	Mandatory Unique Identifier	Init Start Date	Effective Date	Days Wait	Weeks Wait	W G
New outpatient	ACCIDENT & EMERGENCY				22/04/2007	26/04/2007	523	75	Ov
					01/07/2007	10/07/2007	448	64	Ov
					06/07/2007	09/07/2007	449	65	Ov
					06/07/2007	12/07/2007	446	64	Ov
					30/09/2008	30/09/2008	0	0	
Daycase	ALLERGY				18/02/2008	18/02/2008	1	1	

This report displays all the latest details for the selected MUI

RECORD DETAILS

Case Reference Number	
Mandatory Unique Identifier	
Waiting Target Date	N
Active/Deleted Record Status	A
Flag	0
Flag Description	All data passed business validation

DATES

Referral Date	06/10/2000
Referral Receipt Date	06/10/2000

PATIENT

Pat CHI Number	Confidential
Pat LPI	
Pat NHS Number	
Pat Full Name	
Pat Date of Birth	
Pat Date of Death	
Pat Death Indicator	N
Pat Gender Description	Female
Pat Ethnic Group Description	Not Known
Patient Category Description	NHS

UNAVAILABILITY

Unavail Start Date	
Unavail End Date	
Unavailability Reason Description	

APPOINTMENTS/OFFERS

Appt/Offer Date	
Cancer Flag	
Non Attendance Category Description	
Non Attendance Date	
Non Attendance Outcome Description	

Figure 10 – 'Drilling down' for more detailed information (please be aware that data in this figure is not CWT data)

d) Sharing

BOXI gives the user the ability to share reports with other users in their Board (and also other Board/ ISD users). Sharing reports can be done within BOXI itself by sending to a Business Objects inbox or, alternatively, the output of the reports can be saved as Excel or PDF documents so that the results can be shared with non-BOXI users. It is even possible for BOXI to be set to run reports automatically and for the results to be sent out to users by email.

A3. Working with existing reports

This section will demonstrate how to refresh the existing central reports and refine the results using the 'drill filters' that are provided. We will use the example of the 31-day report 'Table 2a: Performance by HB/Network' from the 'Standard Reports' folder. Throughout the following sections many of the steps that we cover are common to all the Publication reports.

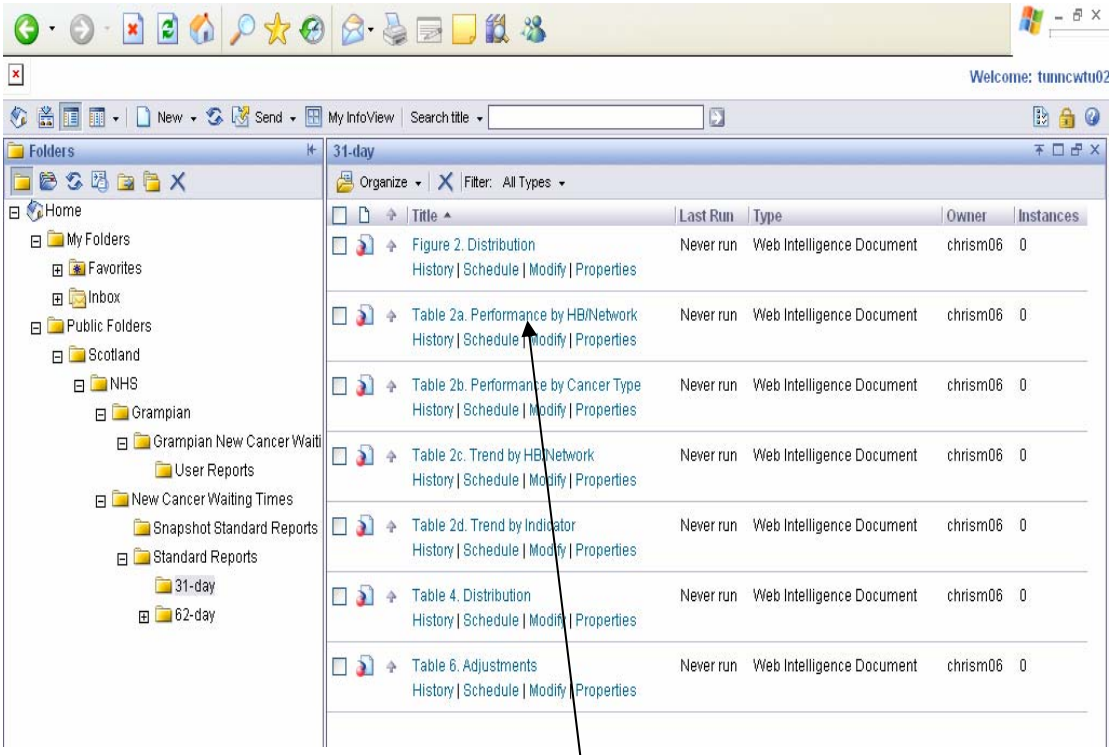


Figure 11 – Contents of the 31-day Standard Reports folder

A3.1 Refreshing the reports

To open the 31-day 'Table 2a: Performance by HB/Network' report, you need to click on the report name in the list of Standard Reports. Once open, you will see the following screen:

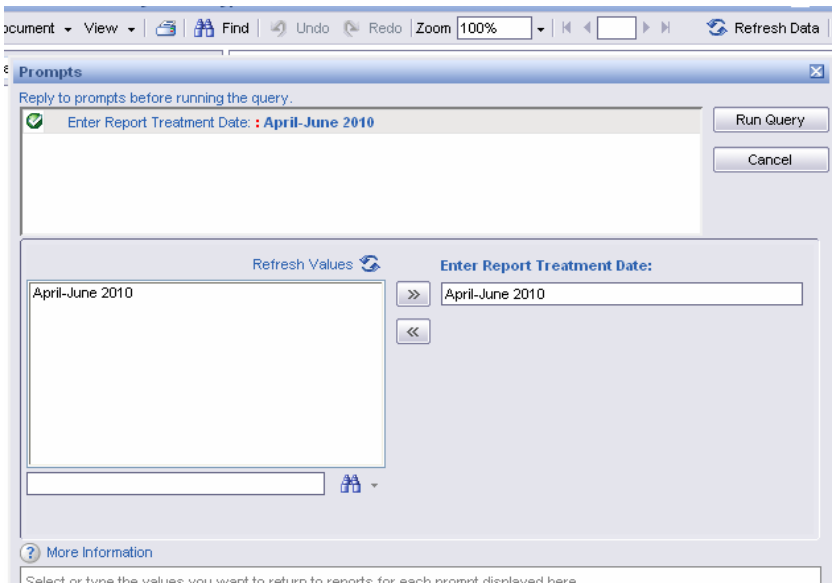


Figure 12 – Prompt screen

Note that all central reports are generally set up to prompt for information (e.g. report dates etc.) prior to running the query. For some of the reports you will notice that the 'prompt fields' are already populated – this will be the last set of criteria used by the report designer prior to its release as a 'Standard Report'.

The list on the left shows the options available to you and the cell on the right shows the option that has been chosen to be part of the query.

TIP: Note that the above set up – available options on the left, chosen options on the right – will also be the case for most non-date prompts in other reports

It is also worth noting the search box at the bottom left of the prompt screen (marked by the 'binoculars icon). You can use this search facility to type in your choice if you are faced with a long list of values.

When you are working with other reports you may find that the list on the left may occasionally be empty when prompted for information. If you come across this then simply click the Refresh Values icon above the left-hand list and this will populate the list with the appropriate information.

Once all the prompts have been updated the next step is to click Run Query. You will see the following window showing up:

Figure 13 – Time bar shown when refreshing a report

Note: When you run a report for the first time, the 'Last refresh time' shown is rarely an accurate guide to how long it will take for results to be shown so it is best to just let the query run its course. If you run the report again then the 'Last Refresh time' will have updated and should be a more accurate guide if you choose to refresh the report for a second time.

When the 'Refresh' process is complete, you will be greeted with an intro page. Clicking on the 'Table 2a' tab will display the results similar to those in figure 14:

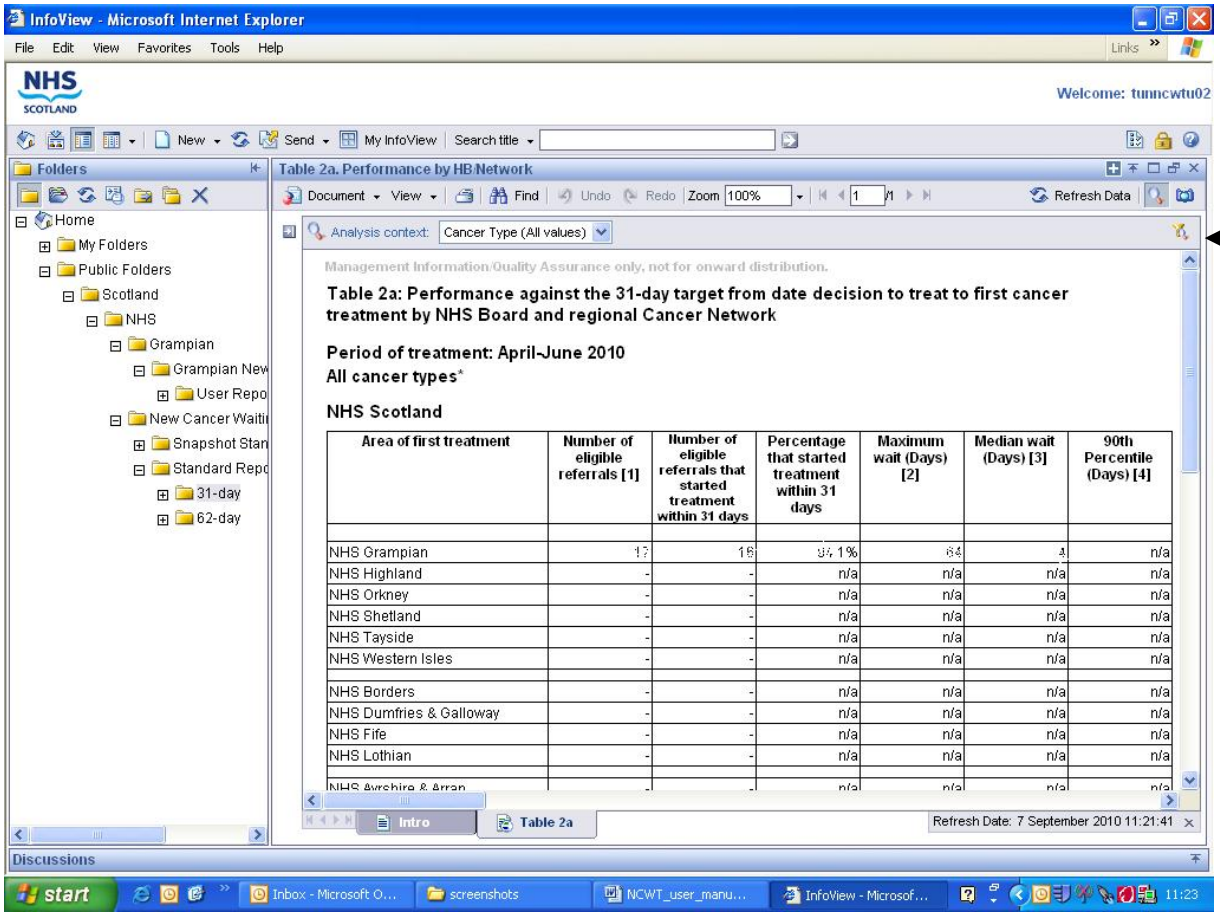

InfoView - Microsoft Internet Explorer
Table 2a. Performance by HB/Network
Analysis context pane
Table 2a: Performance against the 31-day target from date decision to treat to first cancer treatment by NHS Board and regional Cancer Network
Period of treatment: April-June 2010
All cancer types*
NHS Scotland
Area of first treatment
Number of eligible referrals [1]
Number of eligible referrals that started treatment within 31 days
Percentage that started treatment within 31 days
Maximum wait (Days) [2]
Median wait (Days) [3]
90th Percentile (Days) [4]
NHS Grampian
NHS Highland
NHS Orkney
NHS Shetland
NHS Tayside
NHS Western Isles
NHS Borders
NHS Dumfries & Galloway
NHS Fife
NHS Lothian
Intro
Table 2a
Refresh Date: 7 September 2010 11:21:41

Figure 14 – Results displayed

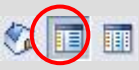
TRY – Refreshing a report

1. Open the 31-day ' Table 6 : Adjustments' report
2. When prompted, enter a Report Date of your choosing
3. Press 'Run Query' and wait for the results.

Having refreshed the report with your chosen criteria, you will see that the table has now been populated. You can navigate through the pages of results using the arrow icons at the top-middle of your screen .

A3.2 Filtering the results

In the analysis context pane for 'Table 2a: Performance by HB/Network' (see Figure 14), you will see a drop-down list above the main results screen. This is a 'drill filter' that allow the user to drill down to more specific cohorts / groups of data depending upon what options are chosen. At the moment you will see that the default for the drill filter is set to 'Cancer Type (All values)'. Selecting Cancer type from the drill filter will update the data in the table to reflect the new criteria.

TIP: Depending upon the resolution of your monitor you may notice that the table is too big for your screen. If you have this problem you can maximise the results screen by hiding the folder list. To do this click the 'Toggle Navigation' icon  which you will find near the top left of the browser window. To bring the folder list back into view simply click the icon again. Note that most screenshots in the remaining sections of this guide will have the folder list hidden from view.

A3.3 Saving your results…

Once the report has been refreshed or amended (e.g. by using the available filters) the results can now be saved either within Business Objects (power users only) or, perhaps more commonly, saved to your PC as an Excel workbook, a CSV file or as a PDF file.

Click the 'Document' icon will reveal the list of saving options available to you:

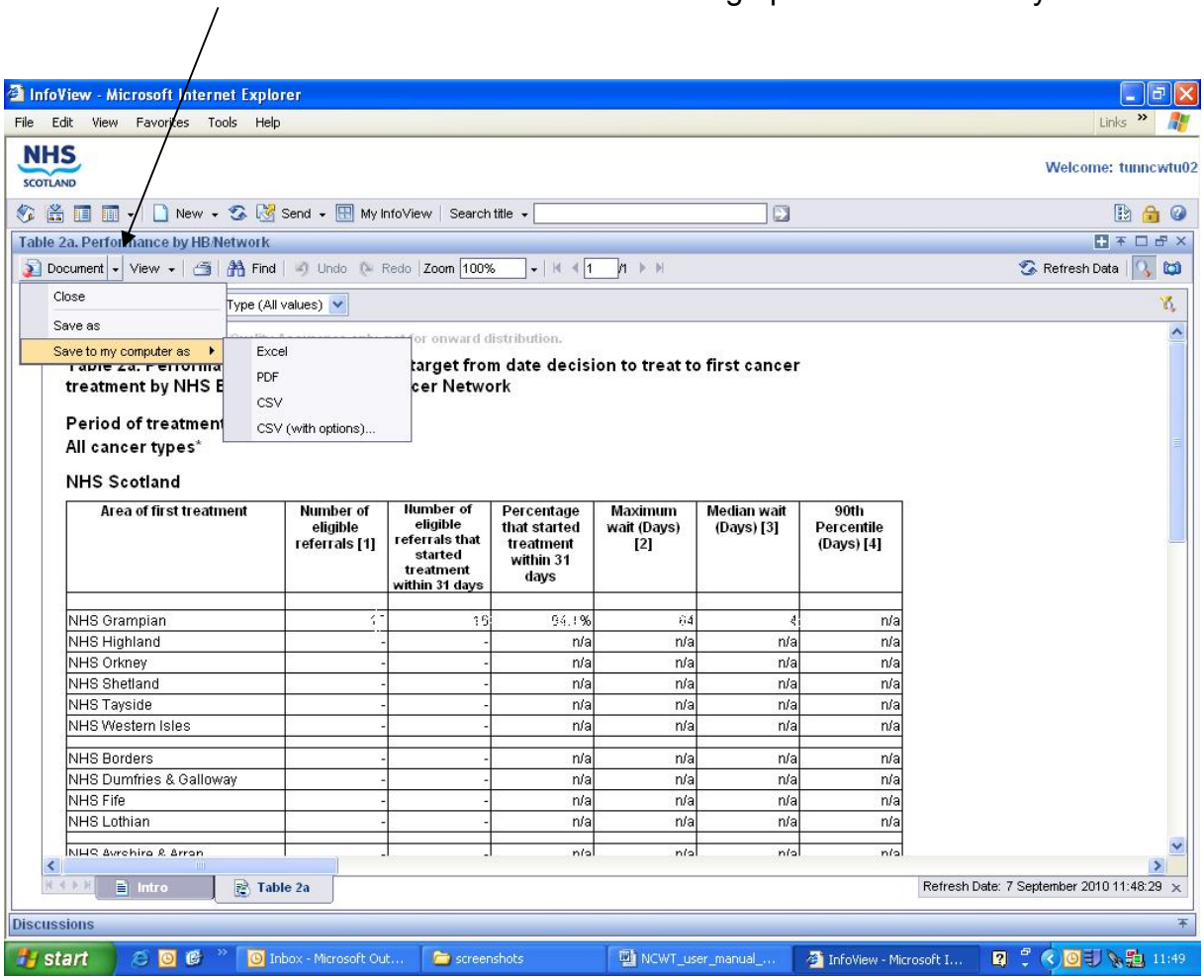


Figure 15 – Options for saving results

… as a Business Objects report (power users only)

Note: Consumers users do not have the facility to save reports to a BOXI folder. Power Users can save reports to their Board User Reports area or Favourites folder.

To save the results in the format of a Business Objects report choose 'Save as' from the options under 'Document' – this will take you to another screen. From here you can change the name (and description) of the report by typing directly into the text boxes and also choose the location you want to save the report to, by clicking on the **+** or **–** symbols beside the folders in the list, selecting the folder and clicking 'OK':

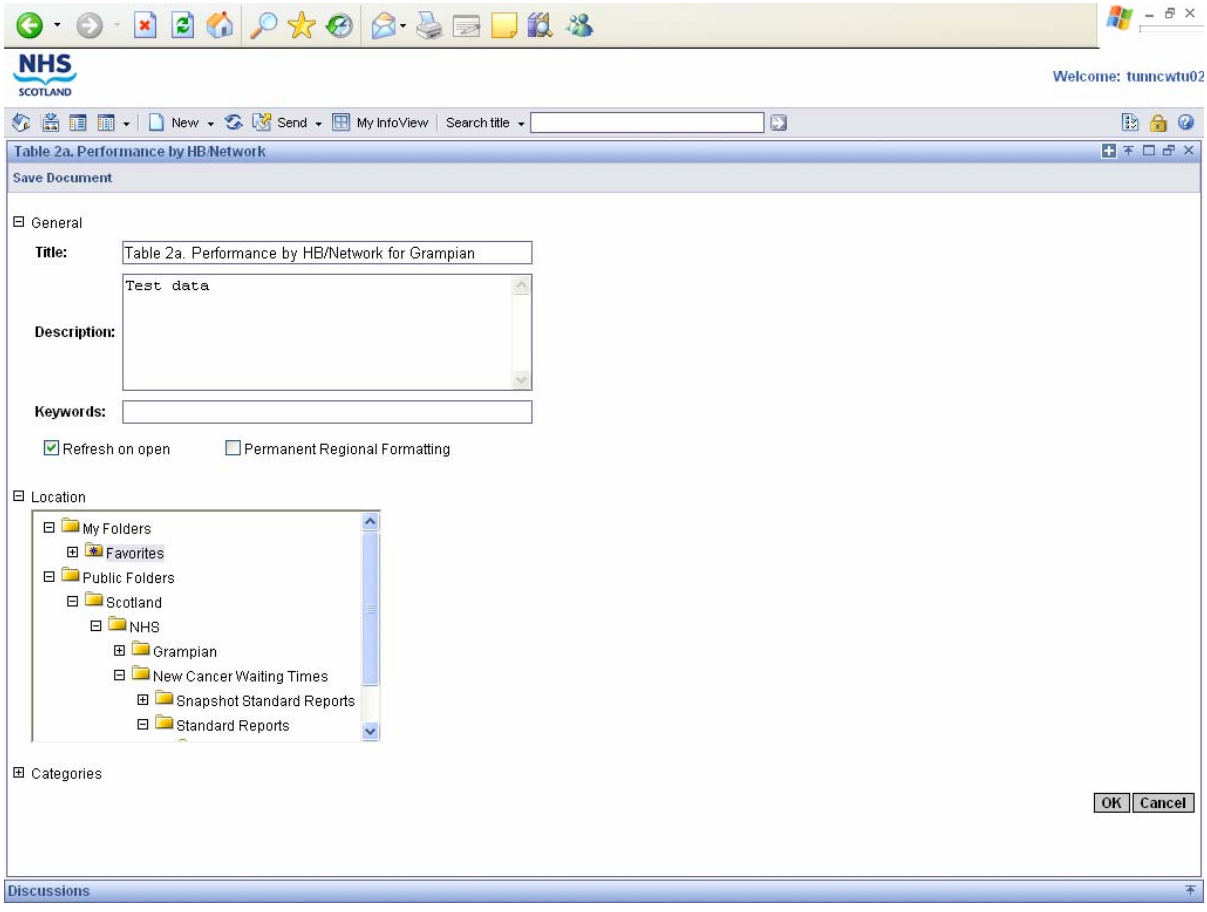


Figure 16 – The 'Save Document' screen

… to my computer as Excel / CSV / PDF

To save the results of a report to your computer in another format (using Excel as an example) click on '*Document / Save to my computer as'* and select Excel from the list that appears (options as in Figure 15 earlier). A dialog box will then appear (as in figure 17 below) giving you the option of opening direct to Excel or saving as an Excel file to your chosen destination (e.g. your desktop or a network drive). If you have chosen the Excel option by mistake you can also select Cancel at this point.

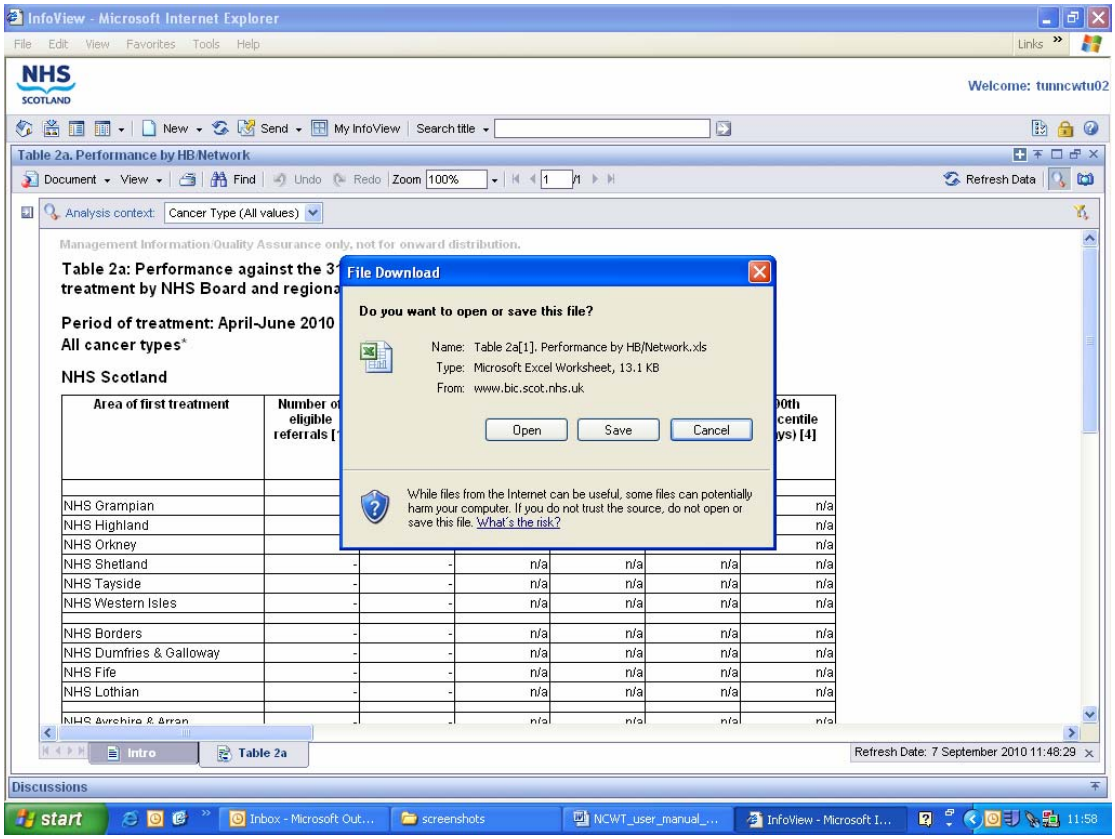


Figure 17 – Prompt for destination when saving a report

The same method also applies when saving the results as a CSV or a PDF file.

TRY – Save the results to your desktop in Excel format

A3.4 Printing your results

If you are planning to print out the results of a report then you will find that you are unable to do this directly from BOXI. Instead you will have to save the results in either Excel or PDF format (see section A3.3) and then print the results from there.

A3.5 Scheduling Reports

Scheduling a report allows you to run a report in the background while you carry on doing other work. You can even schedule reports to run outside of office hours e.g. evening / late night / early morning. This is particularly useful when you have large or complex queries which may take a long time to run.

Setting up a scheduled report

To begin setting up a report for scheduled running you need to click the 'Schedule' link found underneath the report name on the list of reports:

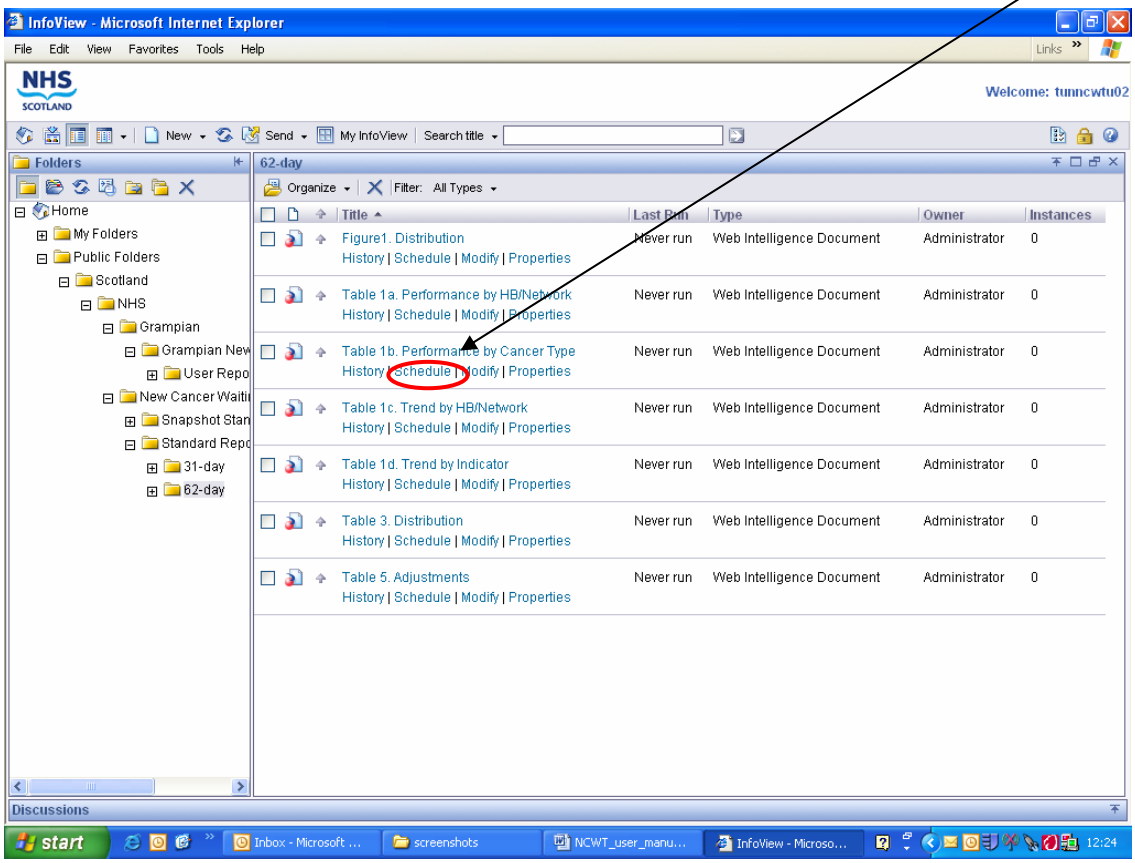

InfoView - Microsoft Internet Explorer
File Edit View Favorites Tools Help
NHS SCOTLAND
Welcome: tunncwtu02
New Send My InfoView Search title
Folders
62-day
Organize Filter: All Types
Home
My Folders
Public Folders
Scotland
NHS
Grampian
Title Last Run Type Owner Instances
Figure1. Distribution Never run Web Intelligence Document Administrator 0
History | Schedule | Modify | Properties
Table 1a. Performance by HB/Network Never run Web Intelligence Document Administrator 0
Table 1b. Performance by Cancer Type Never run Web Intelligence Document Administrator 0
Table 1c. Trend by HB/Network Never run Web Intelligence Document Administrator 0
Table 1d. Trend by Indicator Never run Web Intelligence Document Administrator 0
Table 3. Distribution Never run Web Intelligence Document Administrator 0
Table 5. Adjustments Never run Web Intelligence Document Administrator 0
31-day
62-day
Discussions
start
Inbox - Microsoft ...
screenshots
NCWT_user_manu...
InfoView - Microso...
12:24

Figure 18 – Schedule report link

The ‘Schedule’ link is found alongside three other links under the report name. We will take a closer look at ‘History’ later as it also has a part to play when scheduling reports. ‘Modify’ and ‘Properties’ will be covered in the next section.

Clicking the ‘Schedule’ link for the 62-day ‘Table 1d. Trend by Indicator’ report will reveal the Schedule screen with the following options:

- When
- Destination
- Format
- Caching Options
- Server Group
- Events
- Prompts

Caching Options, Server Group and Events will not be used but clicking the **+** symbol beside the other four options should result in the following screen:

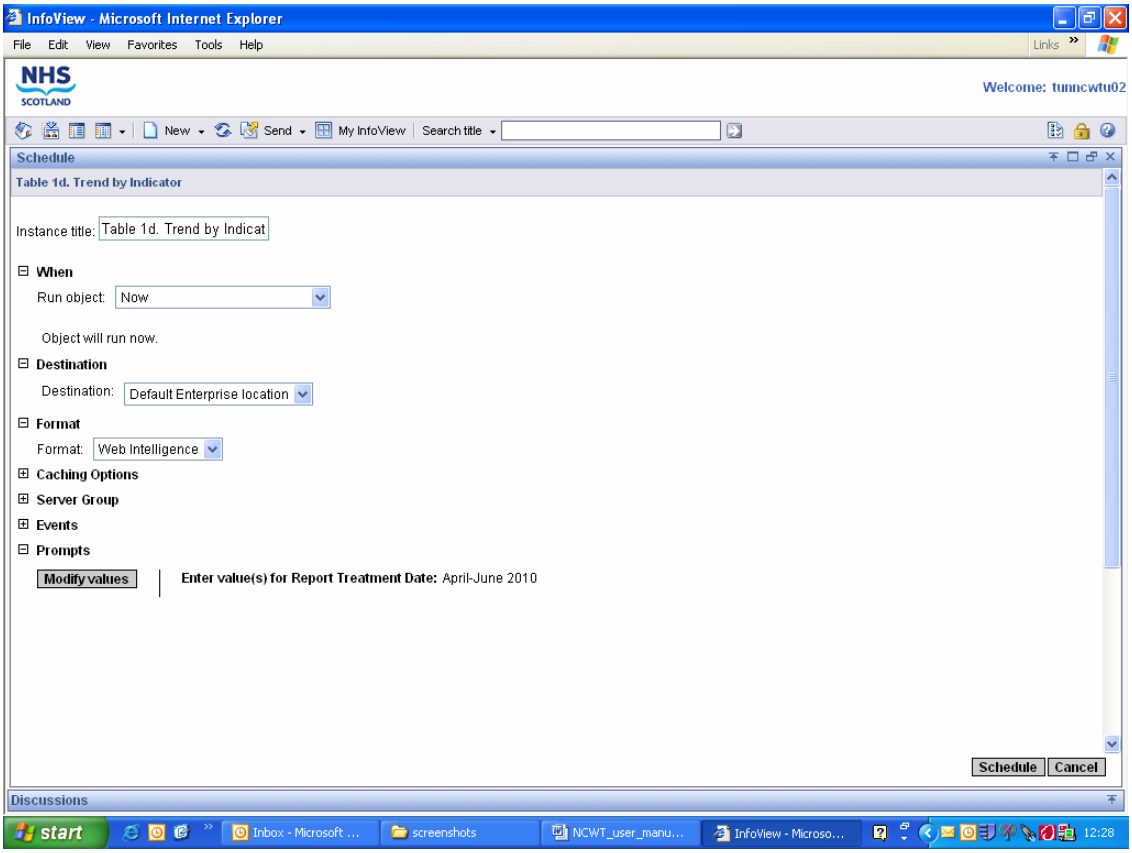


Figure 19 – Options for scheduling a report

The first setting is for the user to specify **When** to run the report. The default value is 'Now' but clicking the arrow icon will display a list of all available options (e.g. 'Daily', 'Weekly', 'Nth day of the Month' etc.). This gives the user a great deal of flexibility when setting up a scheduled report and the chosen option will depend on the type of report and how often the data is updated.

The next setting is **Destination** (i.e. where does the user want to send the results?). The options available here are:

- Default Enterprise location – this is effectively where the report sits at the moment ('Standard Reports' in the case of the 'Table 1d. Trend by Indicator' report).
- Inbox – located in My Folders, will send a copy of the results to the BOXI Inbox of your chosen recipients (you would need to know their username to be able to do this)
- Email recipients – will deliver the results externally to email addresses which are set by the user.

Note that if the user wants to maintain the BOXI functionality (e.g. prompts, drill filters etc.) then you must keep the default option. If the user prefers working with fixed data or simply viewing tables/charts in another format then you can choose to email the results.

The next setting is **Format**. The options available here are:

- Web Intelligence (i.e. keeping the results in the same format as the report)
- Microsoft Excel
- Adobe Acrobat (i.e. PDF).

However, as highlighted earlier, the drill filter functionality will <u>not</u> be carried over if you choose to save the results in either Excel or PDF format.

Finally the user has to set the **Prompts** for the report. Clicking the 'Modify values' button will reveal the prompt screen. Once the required details have been entered the user must click the '**Apply**' button to return to the Schedule screen.

For the purposes of demonstrating the Schedule facility in the following pages we will retain the default options for When (Now), Destination (Default Enterprise location) and Format (Web Intelligence). Once happy with the Prompt options that have been chosen, clicking the Schedule button will create an 'instance' of the query and display the details on the **History** page:

Figure 20 – History page showing scheduled report(s)

An instance is a version of the report containing the data that was available at the time the report was run. As you will see from the History page, the details that are presented for each instance are

- **Instance time** – when the instance was created
- **Title** – the name of the report which has been scheduled
- **Run By** – the username of the person who created the instance
- **Parameters** – contains the details entered by the user when setting the Prompts
- **Format** – the chosen format for the results (Web Intelligence / Excel / Adobe)
- **Status** – see below
- **Reschedule** – allows the user to create another instance of the report without re-entering much of the detail

The Status field can contain a number of options depending upon the stage of running the report:

- **Pending** – i.e. waiting to run
- **Running** – currently running
- **Success** – report has run successfully
- **Failed** – report has not run successfully.

When you first view the instance on the History page the Status is likely to be set at 'Pending' (as in Figure 20). However, if you have chosen to schedule the report to run now, clicking the Refresh icon at the top right of the table should change the Status to 'Running'. Depending upon the size of the report you are running it could take anywhere from a few seconds to half hour for the results to be returned.

At this stage you can go off and do a number of things (e.g. schedule another report, run a report manually or even log out for the day). The scheduled report will continue to run in the background and the results will be stored until you go back to view the History page.

You can check if a report has run successfully by looking at the Status column beside the instance on the History page – it should be set to 'Success'. Note that the 'Instance time' will have been updated with the time that the report was successfully completed and that it will also have been converted from a text field to a link. Clicking on this link will bring up the results of your report at the time that it was run.

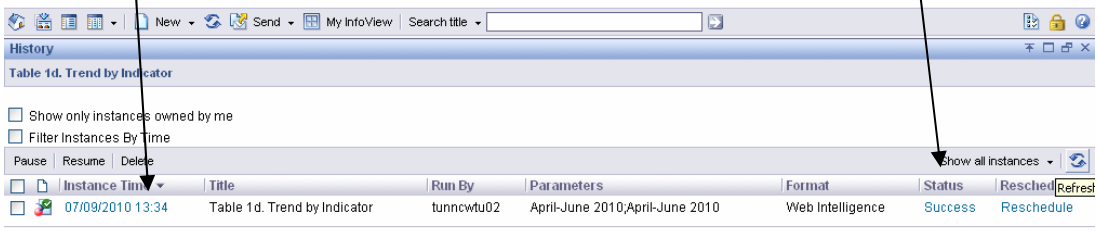


Figure 21 – A successful scheduled run

TRY – Setting up a scheduled report in BOXI

1. Select the 'Schedule' link under a report of your choice.
2. Leave the default options for When, Destination and Format.
3. Modify the Prompts and select chosen values before clicking Apply
4. Click the 'Schedule' button. You will be taken to the History page where you will see the instance that you have created.
5. Spend 5 minutes doing another task then return to the History page and check to see if the report has run successfully (you may need to click the Refresh icon to update the Status field).
6. If successful, click the 'Instance time' to open up the results.

Emailing the results in Excel / PDF format

The scheduling functionality can be extended so that it emails the results, in Excel or PDF format, to selected recipients once the run has been completed. This can be achieved by following the steps below (see Figure 22):

- *From the* **Destination** menu, select *e-mail recipients*
- Uncheck the box next to the statement *'Use the Job Server's defaults'* and enter details of recipients with subject message etc
- Be sure to click the checkbox beside *'Add attachment'* so that a tick appears
- Select 'Specific name' from the 'Attachment' options as this gives the user control over the name of the results file that will be sent out (choosing 'Automatically generated' leads to a filename like c~0*a45jkgu57js2.xls* when the results are sent out!).
- Finally please ensure that you click the checkbox beside '*Add file extension'* so that a tick appears otherwise the file that is emailed will be meaningless.
- From the **Format** menu, select *Microsoft Excel* or *Adobe Acrobat*

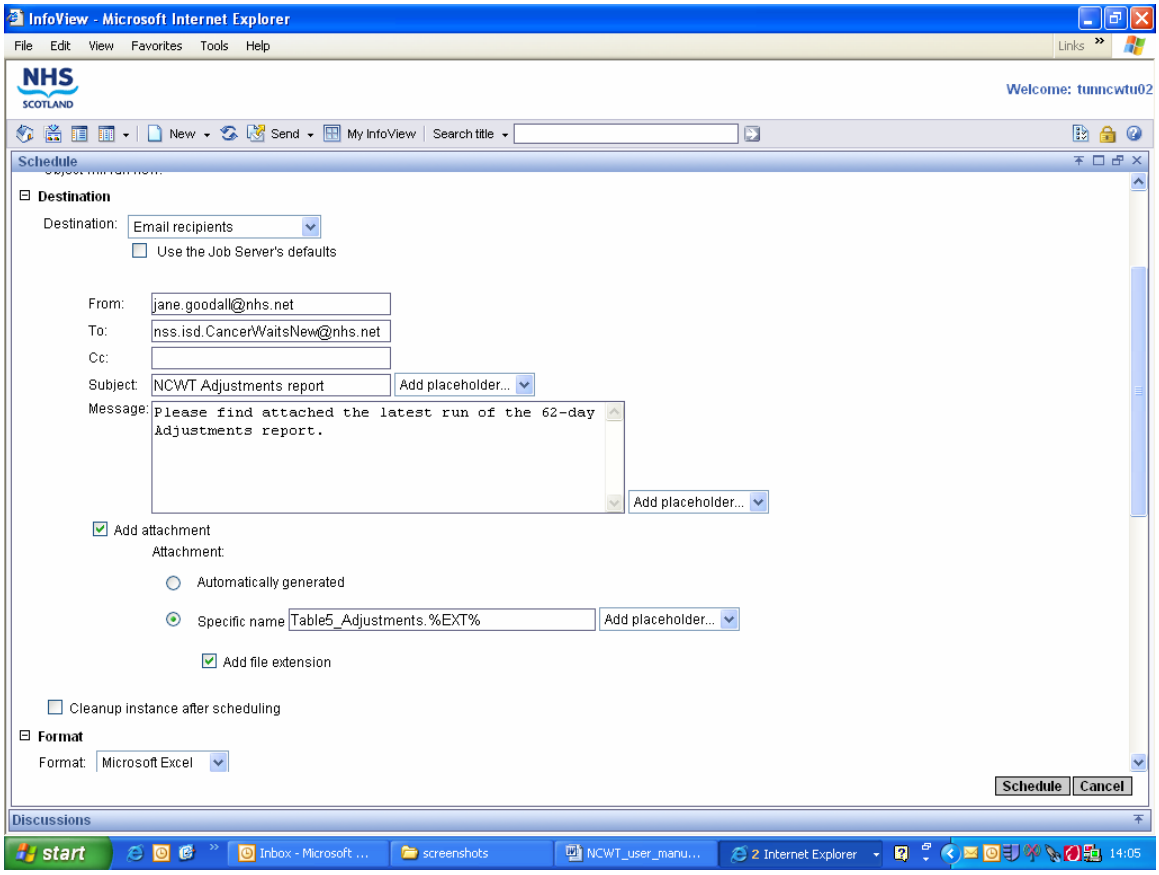


Figure 22 – Completed email section in scheduling screen

After selecting the appropriate options for **When** and **Prompts**, clicking the Schedule button will create an instance of the report as before. Once the scheduled run is complete, the results will be emailed out to your chosen recipients.

This facility is a powerful feature of BOXI and means that you can automatically run reports and send out the results to specific users, even those who do not have access to BOXI themselves.

Note: Emailing report results in Excel/PDF can only be carried out from your Board User Reports folder or Favourites.

TRY – Emailing the results of a scheduled report in Excel / PDF format

1. Select the 'Schedule' link under your chosen report.
2. Leave the default option for When, but choose 'Microsoft Excel' or 'Adobe Acrobat' for Format and 'Email recipients' for Destination.
3. Fill out the details in the Email form as described above, putting your own email address in the 'To' field in order to test out the process.
4. Modify the Prompts and select chosen values before clicking Apply
5. Click the 'Schedule' button. You will be taken to the History page where you will see the instance that you have created.
6. Spend 5-10 minutes doing another task then return to the History page and check to see if the report has run successfully (you may need to click the Refresh icon to update the Status field).
7. If successful, check your email inbox for the results. Note that it may take a few minutes from the time the scheduled report was completed successfully to the resulting email appearing in your inbox.

A3.6 Deleting an instance

An instance of the report (and the data held within it) will remain available to users on the **History** page until it has been deleted (**NB.** this can only be done by the user who created the instance – username displayed in the 'Run By' column). This is done by checking the box next to the instance on the History page until a tick appears and then clicking the Delete button at the top of the table (see figure 23)

Figure 23 – Deleting an instance of a report

A3.7 Monthly Reports

Business Objects allows all users to view their monthly reporting in their User reports folder. To do this simply log onto Business Objects and select your Health Boards User reports folder. Here you will find two monthly reports one for the 62 day cohort and one for the 31 day cohort.

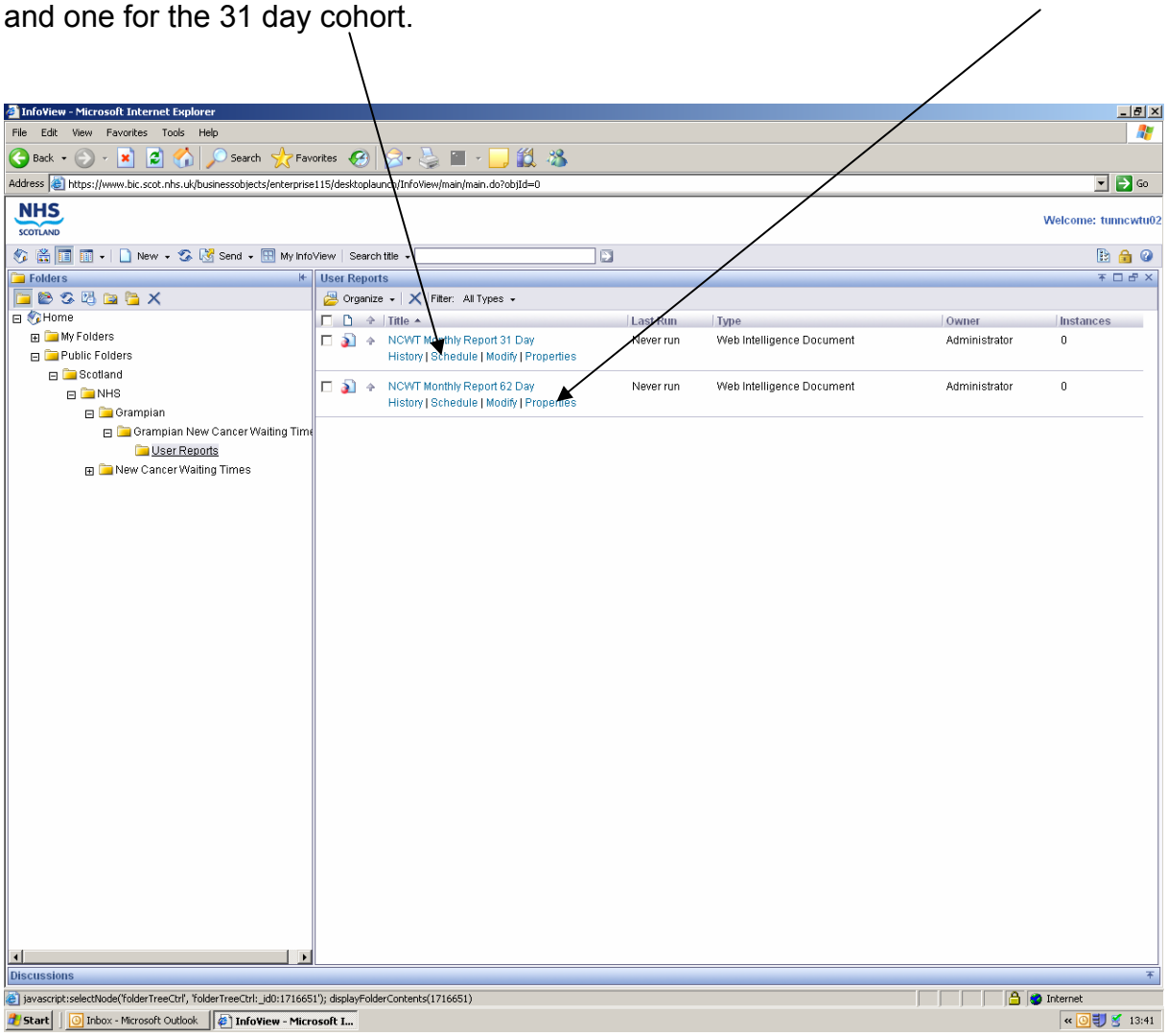


Figure 24 – Opening CWT Monthly reports

Upon opening these reports you will see a table with purged data. To view your monthly figures you need to refresh your report.

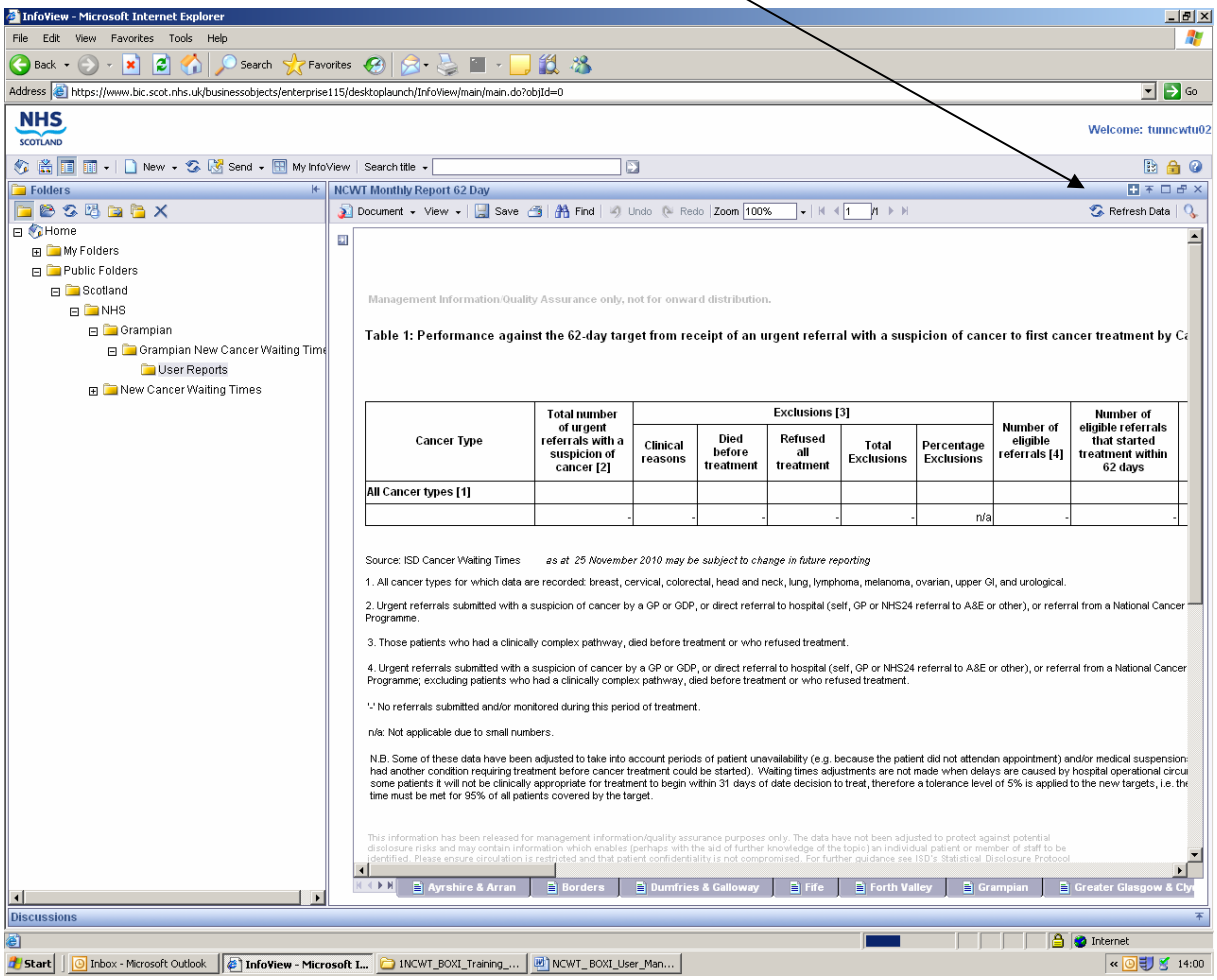

InfoView - Microsoft Internet Explorer
NCWT Monthly Report 62 Day
Refresh Data
Management Information/Quality Assurance only, not for onward distribution.
Table 1: Performance against the 62-day target from receipt of an urgent referral with a suspicion of cancer to first cancer treatment by Ca
Cancer Type
Total number of urgent referrals with a suspicion of cancer [2]
Exclusions [3]
Clinical reasons
Died before treatment
Refused all treatment
Total Exclusions
Percentage Exclusions
Number of eligible referrals [4]
Number of eligible referrals that started treatment within 62 days
All Cancer types [1]
n/a
Source: ISD Cancer Waiting Times as at 25 November 2010 may be subject to change in future reporting
1. All cancer types for which data are recorded: breast, cervical, colorectal, head and neck, lung, lymphoma, melanoma, ovarian, upper GI, and urological.
2. Urgent referrals submitted with a suspicion of cancer by a GP or GDP, or direct referral to hospital (self, GP or NHS24 referral to A&E or other), or referral from a National Cancer Programme.
3. Those patients who had a clinically complex pathway, died before treatment or who refused treatment.
4. Urgent referrals submitted with a suspicion of cancer by a GP or GDP, or direct referral to hospital (self, GP or NHS24 referral to A&E or other), or referral from a National Cancer Programme; excluding patients who had a clinically complex pathway, died before treatment or who refused treatment.
'-' No referrals submitted and/or monitored during this period of treatment.
n/a: Not applicable due to small numbers.
N.B. Some of these data have been adjusted to take into account periods of patient unavailability (e.g. because the patient did not attendan appointment) and/or medical suspension
had another condition requiring treatment before cancer treatment could be started). Waiting times adjustments are not made when delays are caused by hospital operational circu
some patients it will not be clinically appropriate for treatment to begin within 31 days of date decision to treat, therefore a tolerance level of 5% is applied to the new targets, i.e. th
time must be met for 95% of all patients covered by the target.
This information has been released for management information/quality assurance purposes only. The data have not been adjusted to protect against potential
disclosure risks and may contain information which enables (perhaps with the aid of further knowledge of the topic) an individual patient or member of staff to be
identified. Please ensure circulation is restricted and that patient confidentiality is not compromised. For further guidance see ISD's Statistical Disclosure Protocol
Ayrshire & Arran
Borders
Dumfries & Galloway
Fife
Forth Valley
Grampian
Discussions

Figure 25 – Refreshing a purged report

After refreshing your report you will be prompted to select a year and month of first treatment. Once you have selected the appropriate period of treatment you can now run the query,

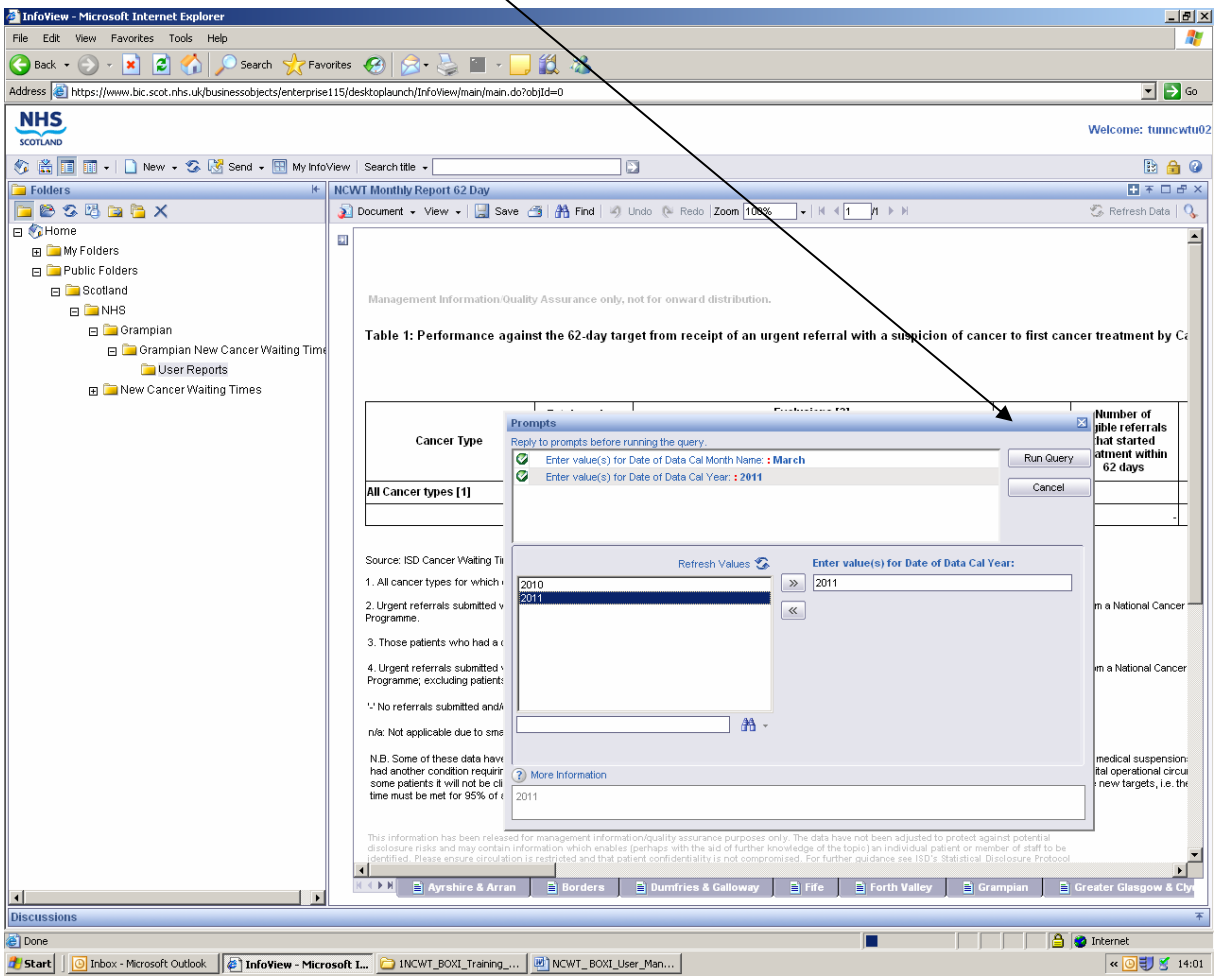

InfoView - Microsoft Internet Explorer
NCWT Monthly Report 62 Day
Management Information/Quality Assurance only, not for onward distribution.
Table 1: Performance against the 62-day target from receipt of an urgent referral with a suspicion of cancer to first cancer treatment by Ca
Prompts
Reply to prompts before running the query.
Enter value(s) for Date of Data Cal Month Name: : March
Enter value(s) for Date of Data Cal Year: : 2011
Run Query
Cancel
Refresh Values
Enter value(s) for Date of Data Cal Year:
2010
2011
More Information
Cancer Type
All Cancer types [1]
Ayrshire & Arran
Borders
Dumfries & Galloway
Fife
Forth Valley
Grampian
Discussions

Figure 26 – Running your monthly query

Once the query is complete you will presented with a report with all the Health Boards in Scotland along the tabs. Simply select your health board to view your figures for that reporting period.

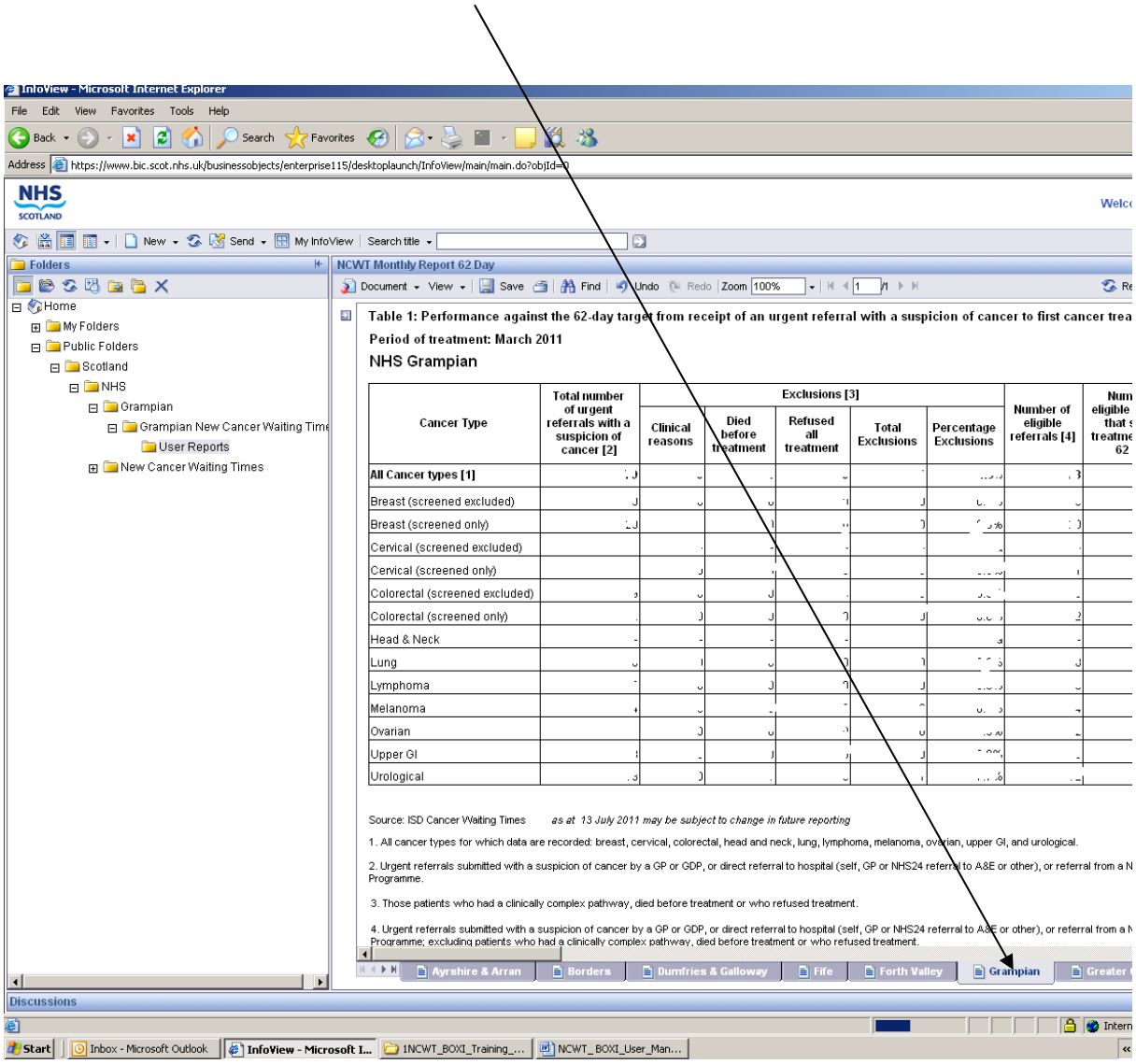

InfoView - Microsoft Internet Explorer
NCWT Monthly Report 62 Day
Table 1: Performance against the 62-day target from receipt of an urgent referral with a suspicion of cancer to first cancer trea
Period of treatment: March 2011
NHS Grampian
Cancer Type
Total number of urgent referrals with a suspicion of cancer [2]
Exclusions [3]
Clinical reasons
Died before treatment
Refused all treatment
Total Exclusions
Percentage Exclusions
Number of eligible referrals [4]
All Cancer types [1]
Breast (screened excluded)
Breast (screened only)
Cervical (screened excluded)
Cervical (screened only)
Colorectal (screened excluded)
Colorectal (screened only)
Head & Neck
Lung
Lymphoma
Melanoma
Ovarian
Upper GI
Urological
Source: ISD Cancer Waiting Times as at 13 July 2011 may be subject to change in future reporting
1. All cancer types for which data are recorded: breast, cervical, colorectal, head and neck, lung, lymphoma, melanoma, ovarian, upper GI, and urological.
2. Urgent referrals submitted with a suspicion of cancer by a GP or GDP, or direct referral to hospital (self, GP or NHS24 referral to A&E or other), or referral from a N
Programme.
3. Those patients who had a clinically complex pathway, died before treatment or who refused treatment.
4. Urgent referrals submitted with a suspicion of cancer by a GP or GDP, or direct referral to hospital (self, GP or NHS24 referral to A&E or other), or referral from a N
Programme; excluding patients who had a clinically complex pathway, died before treatment or who refused treatment.
Ayrshire & Arran
Borders
Dumfries & Galloway
Fife
Forth Valley
Grampian
Folders
Home
My Folders
Public Folders
Scotland
NHS
Grampian
Grampian New Cancer Waiting Time
User Reports
New Cancer Waiting Times
Discussions

Figure 27 – Selecting your health board in the monthly report.

Please note – In addition to this you may find figures on another health boards' tab, these figures indicate patients which your health board have treated but have been referred by another board.

You can export this data to Excel as described on Figure 15 in section A3.3.

Section B: Power users only

B4. Using hyperlinks within reports

Some Publication reports (31-day: Tables 2a, 2b & 6 and 62-day: Tables1a, 1b & 5) contain hyperlinks in blue that allow a power user to 'drill down' to more detailed information such as Hospital Patient Identifiers. See Figure 28 for further analysis of Table 5. The second screenshot displays the linked 'drill down' report where the user has chosen to analyse records excluded from target calculations by selecting *Urgent Referrals* & *Exclusions-Yes* from the drop down drill filters.

NOTE: Hyperlinks do not work in modify mode. Hyperlinks are only accessible by power users when viewing a report.

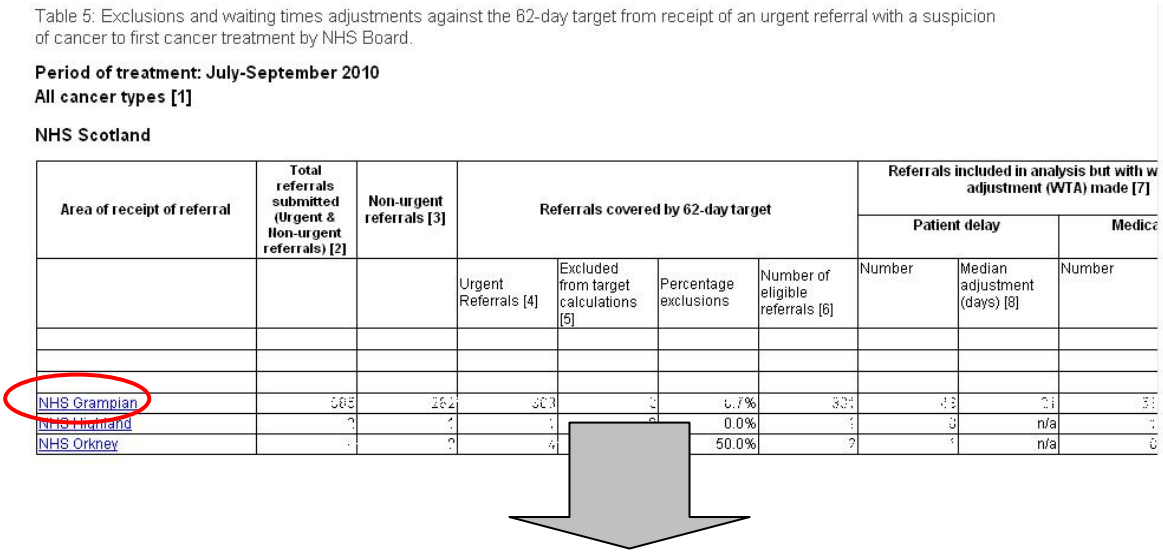
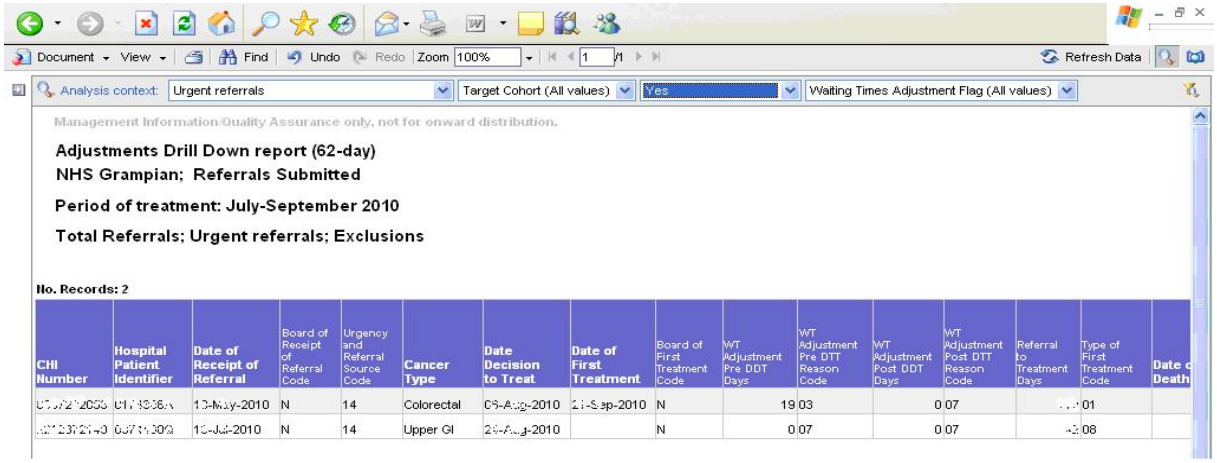


Table 5: Exclusions and waiting times adjustments against the 62-day target from receipt of an urgent referral with a suspicion of cancer to first cancer treatment by NHS Board.

Period of treatment: July-September 2010
All cancer types [1]

NHS Scotland

Area of receipt of referral	Total referrals submitted (Urgent & Non-urgent referrals) [2]	Non-urgent referrals [3]	Referrals covered by 62-day target				Referrals included in analysis but with w adjustment (WTA) made [7]		
							Patient delay		Medica
			Urgent Referrals [4]	Excluded from target calculations [5]	Percentage exclusions	Number of eligible referrals [6]	Number	Median adjustment (days) [8]	Number
NHS Grampian	585	282	303	2	0.7%	324	43	21	31
NHS Highland	3	1	1	0	0.0%	1	3	n/a	1
NHS Orkney	1	3	4	2	50.0%	2	1	n/a	0



Document View Find Undo Redo Zoom 100% Refresh Data

Analysis context: Urgent referrals | Target Cohort (All values) | Yes | Waiting Times Adjustment Flag (All values)

Management Information/Quality Assurance only, not for onward distribution.

Adjustments Drill Down report (62-day)
NHS Grampian; Referrals Submitted
Period of treatment: July-September 2010
Total Referrals; Urgent referrals; Exclusions

No. Records: 2

CHI Number	Hospital Patient Identifier	Date of Receipt of Referral	Board of Receipt of Referral Code	Urgency and Referral Source Code	Cancer Type	Date Decision to Treat	Date of First Treatment	Board of First Treatment Code	WT Adjustment Pre DTT Days	WT Adjustment Pre DTT Reason Code	WT Adjustment Post DTT Days	WT Adjustment Post DTT Reason Code	Referral to Treatment Days	Type of First Treatment Code	Date o Death
[illegible]	[illegible]	10-May-2010	N	14	Colorectal	09-Aug-2010	21-Sep-2010	N	19	03	0	07	[illegible]	01	
[illegible]	[illegible]	15-Jul-2010	N	14	Upper GI	24-Aug-2010		N	0	07	0	07	-2	08	

Figure 28 – 'Drilling down' for more detailed information

B5. Modifying Reports

NOTE: As a Health Board power user, you are unable to modify reports in the Standard reports folder or the Snapshot Standard reports folder. You can only modify a report in your **Board User Reports** folder or **Favorites**.

The centrally designed reports in Standard reports are created to be of use to the Boards but it is possible that they do not cover everything that you, as a user, would like them to do. BOXI offers the opportunity for users to take an existing report and modify it for their own needs (e.g. add/remove columns, prompt for other information when refreshing etc.).

Please follow the instructions below to save a copy of the 31-day report 'Table 2b. Performance by Cancer Type' into your **Favorites**. You will require a copy of this report for the remainder of the section

1. Click on the 31-day reports folder within Standard reports
2. Check the box next to the report 'Table 2b. Performance by Cancer Type'
3. From the **organize** drop down menu, select 'copy to new folder' (see Figure 29)
4. Click on the + to expand **My folders**
5. Click on **Favorites** and select **OK**

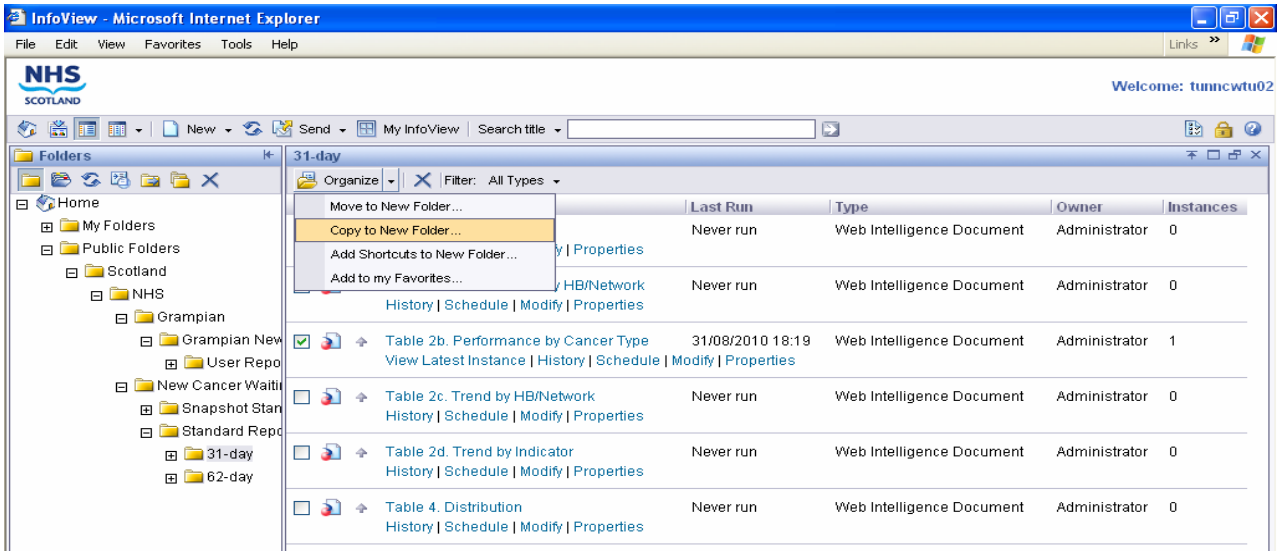


Figure 29 – Options available when saving a copy of a Standard report

Access your Favorites folder by clicking on **Favorites** in the folder navigation pane. You will notice that 'Table 2b. Performance by Cancer Type' is now saved in your

Favorites. Click on the 'Modify' option underneath the title of the report as demonstrated in the figure below:

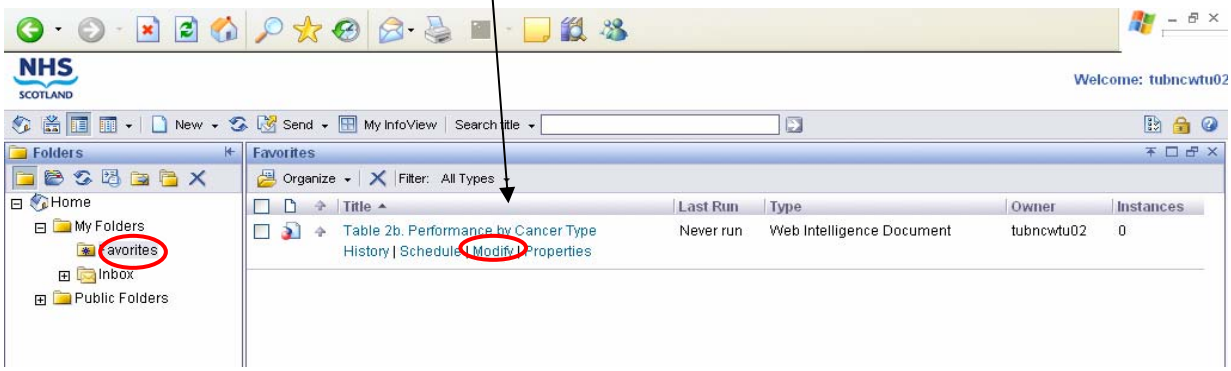


Figure 30a – Location of the 'Modify' option on a report

Once you have clicked on 'Modify' (and allowed the query to run) you should get the following screen:

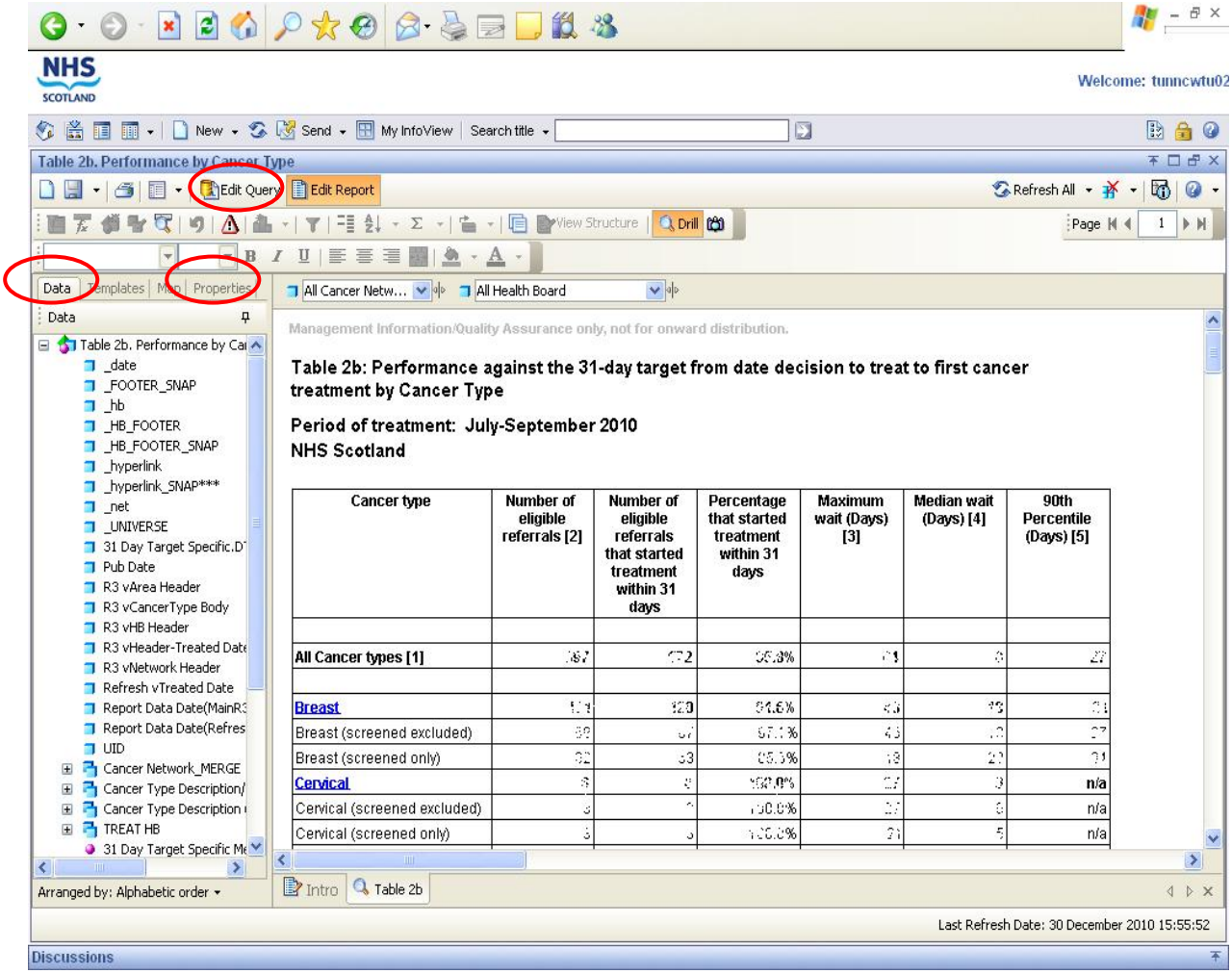


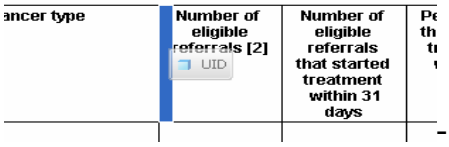
Figure 30b – Report in 'Modify' mode

You should notice immediate differences from the previous view of the report. There are a number of new icons that allow you to edit the query behind the report (*Edit Query*) and format a table selected in the report (*Properties* tab). You can also now see the list of Objects on the left hand side of the screen, within the *Data* tab, that are part of the query for the report.

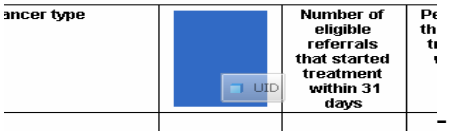
You may notice that there are objects and measures which have been specifically built for this report e.g. R3 vCancerTypeBody which is an object unique to this Publication report 3 which shows the cancer types for Publication.

B5.1 Adding objects to existing reports

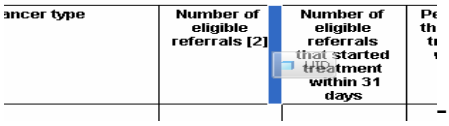
To add an object to the report, choose one from the objects list (in this example we will use UID) and click and hold down the left mouse button to select it. Drag the chosen object to the position on the table where you want it to go - you will notice a blue bar appearing at various positions within cells as you drag the object across the existing report. This is important as it will help to guide you to the position where you want to insert the object as in the illustration below:



- will insert a column to the **left** and place object



- will **replace** 'Number of eligible referrals' in the table



- will insert a column to the **right** and place object

Figure 31 – Positioning guide for adding an object to the results table

Once you have chosen the position for the object then release the mouse button and it will appear in the report. Repeat this process to add other objects if you wish.

TRY – Adding an object to a report

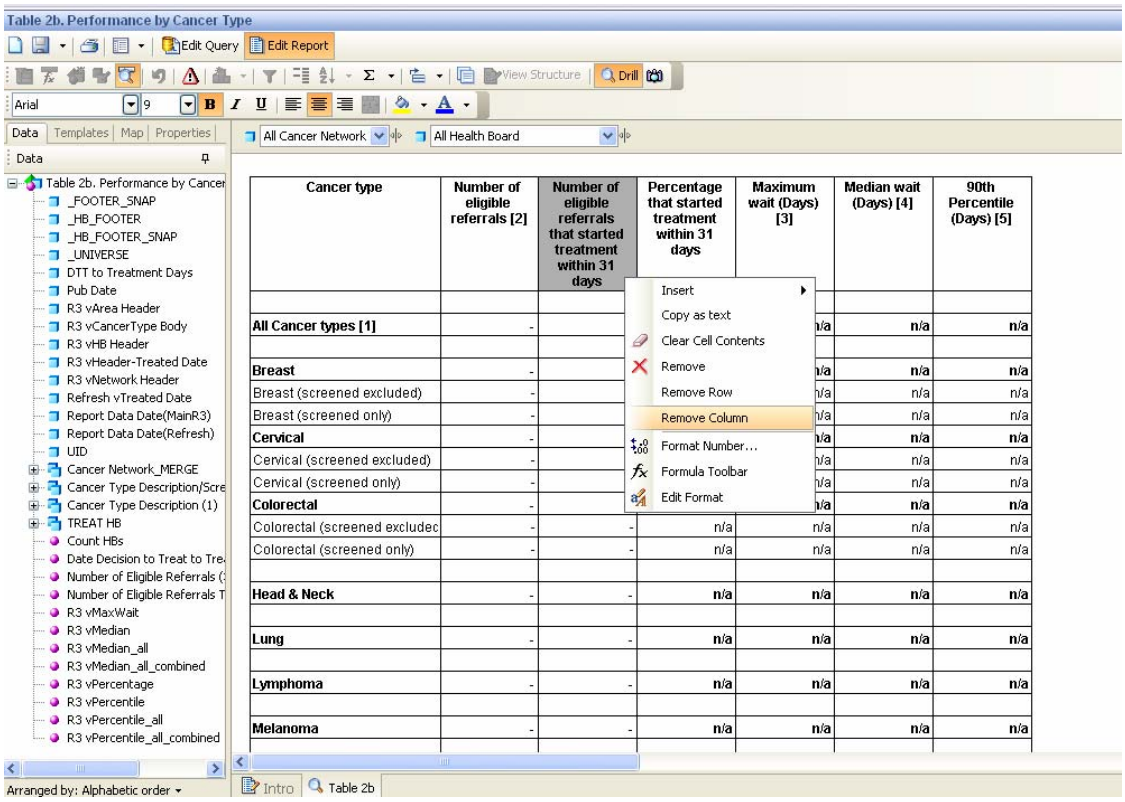
1. Open the 31 day report ‘Table 2b. Performance by Cancer Type’ report in Modify mode.
2. Find ‘UID’ in the list of objects in the left hand pane
3. Click and hold the left mouse button to select the object and drag it over to the existing table
4. Place the new object after ‘Number of eligible referrals’
5. From the drop down list next to the disk icon select ‘Save as’. Give your report the title of Table 2b. Performance by Cancer Type with UID and save in the location of **Favorites**.

We will revisit this report in section B6

You should now have a modified report which shows you the UID for each eligible referral.

B5.2 Removing objects from existing reports

Having added objects to the report and viewed the results of your modifications, you may decide to remove the objects that you have just added or any other columns that you do not wish to see in your version of the report. In order to do this right-click on the title of the object in the table and select 'Remove Column' from the list that pops up as shown in Figure 32:



Cancer type	Number of eligible referrals [2]	Number of eligible referrals that started treatment within 31 days	Percentage that started treatment within 31 days	Maximum wait (Days) [3]	Median wait (Days) [4]	90th Percentile (Days) [5]
All Cancer types [1]	-				n/a	n/a
Breast	-				n/a	n/a
Breast (screened excluded)	-				n/a	n/a
Breast (screened only)	-				n/a	n/a
Cervical	-				n/a	n/a
Cervical (screened excluded)	-				n/a	n/a
Cervical (screened only)	-				n/a	n/a
Colorectal	-				n/a	n/a
Colorectal (screened excludec	-	-	n/a	n/a	n/a	n/a
Colorectal (screened only)	-	-	n/a	n/a	n/a	n/a
Head & Neck	-	-	n/a	n/a	n/a	n/a
Lung	-	-	n/a	n/a	n/a	n/a
Lymphoma	-	-	n/a	n/a	n/a	n/a
Melanoma	-	-	n/a	n/a	n/a	n/a

Figure 32 – Options available when removing an object from the report

Alternatively, simply click on the column heading then drag and drop the object back into the list of objects in the left hand pane.

B5.3 Saving your modified reports and purging

The process for saving a report in Modify mode is very similar to that outlined earlier in section A3.3 – the only difference being the icon that you have to click on to save a report (or the results of running a report). Whereas before you first had to click the

'Document' icon in order to save the report, in Modify mode you click the disk icon to save over or from the drop down list, select 'Save as…' or 'Save to my computer as…'.

NOTE: Saving your modified report, with populated tables, to your own Favorites folder means that only you can view the data/figures the next time you open the report. However, saving a report to your Board User Reports folder makes it available for all other users in your Board to see. **It is essential that you 'purge' a newly built report before saving to a communal folder as this will prevent other users viewing out of date or confidential data.**

When in modify mode, click the icon to the right of the Refresh Data button and answer 'Yes' when prompted by a pop-up window. This will clear the data from your report and saving the report at this stage will ensure that your report will always be blank when it is opened.

TRY – Purging the data and saving a modified report

1. Run a report in modify mode to ensure that the table is populated.
2. Click the Purge Data icon to clear the contents of the table.
3. Save the report to your chosen location.

B5.4 Deleting reports

Having modified a report (or saved a copy of a report in your Favorites folder) you may decide that you do not wish to keep it and would therefore like to delete the report. **Note that you can only delete a report if you are marked as the owner** so you will not be able to delete original versions of the Standard / Snapshot folders.

To delete a report, click on the name of the folder containing the report that you wish to delete (click the 'Toggle navigation' button towards the top left of your screen to bring up the folder navigation list if it is not already showing). Tick the checkbox to the left of the report title and then click the delete icon showing at the top of this pane.

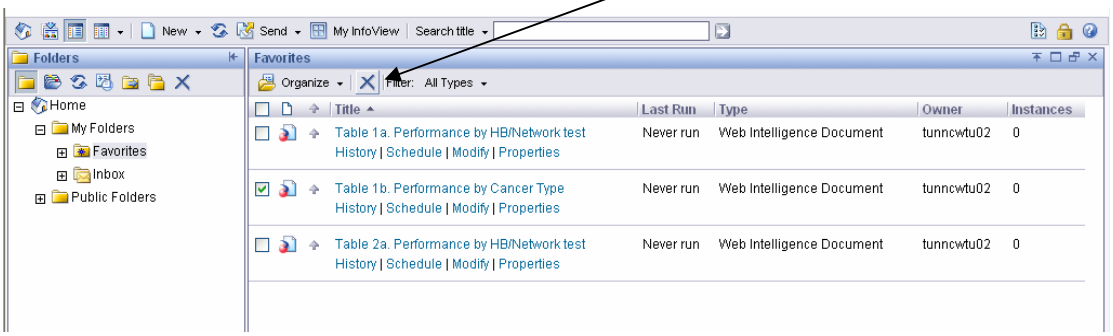


Figure 33 – Marking a report for deletion

TIP: If you are in the Board User reports folder, you may encounter an error which states that you cannot delete the report even though you are the report owner. If this happens then you should look at the History for this report. What you may find is that other users may have scheduled (and therefore created an instance of) the report. You will need to ask the users to delete the record of scheduling the report before you can continue.

B6. Editing the query behind a report

Revisit your Favorites folder and click 'Modify' under your saved version of the report 'Table 2b. Performance by Cancer Type **with UID**'. (See section B5.1). Clicking on the 'Edit Query' button leads to the Business Objects query panel.

B6.1 The Query panel

The query panel is split into three sections (as illustrated below):

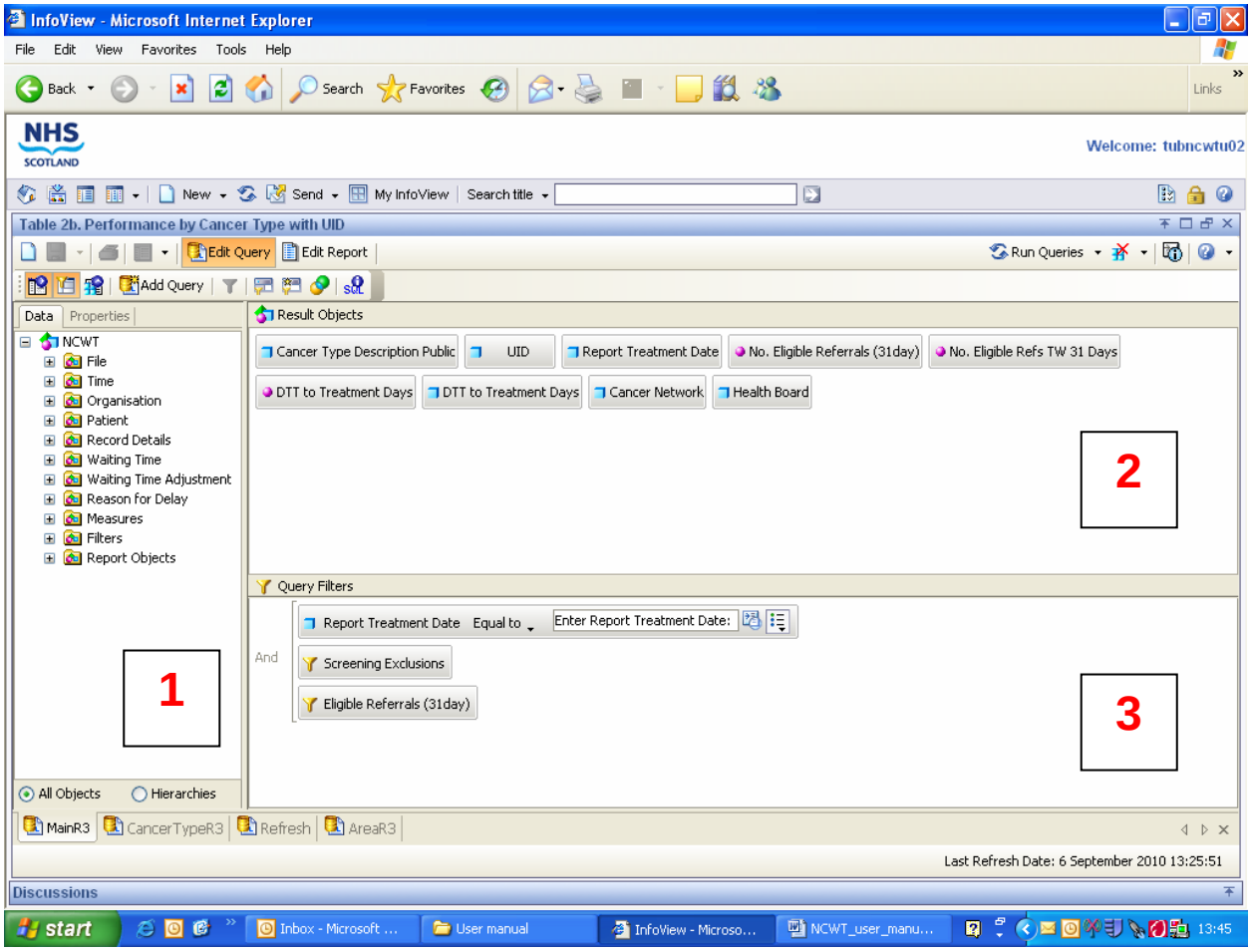


Figure 34 – The Business Objects Query Panel

1. Data – contains all available dimensions, measures and predefined filters / prompts (including CWT, derived and reference data items), and organised into 'classes' in the CWT Universe. See Appendix A for a full list of objects and their description in the CWT universe.
2. Result Objects – these are the data/derived/reference objects that have been chosen from the CWT universe to be part of the query behind the report.
3. Query Filters – Objects placed in this area will act as a restriction in the query.

B6.2 Adding Result Objects

In order to add a new object to the Result Objects for an existing query you must first locate the object in the Data section by navigating through the appropriate folders. As an example for the 'Table 2b. Performance by Cancer Type **with UID'**, you may wish to add the 'Urgency and Referral Source Code' to the query.

TIP: There is an alternative way to locate an object if you are not already familiar with its location in the folders within the Data section. Click on any of the folder names in the Data section and then start typing the name of the object that you are looking for. What you should see is a temporary search box appearing at the top of the Data section and the highlighted folder / object changing based on what you are typing until it settles on the object that you were looking for.

Note that if you type the wrong name then the colour of the text in the temporary search box will turn red. Backspace and try again.

Once you have found the chosen object, it can be dragged and dropped (or double clicked) into the Result Objects pane as in the following screenshot:

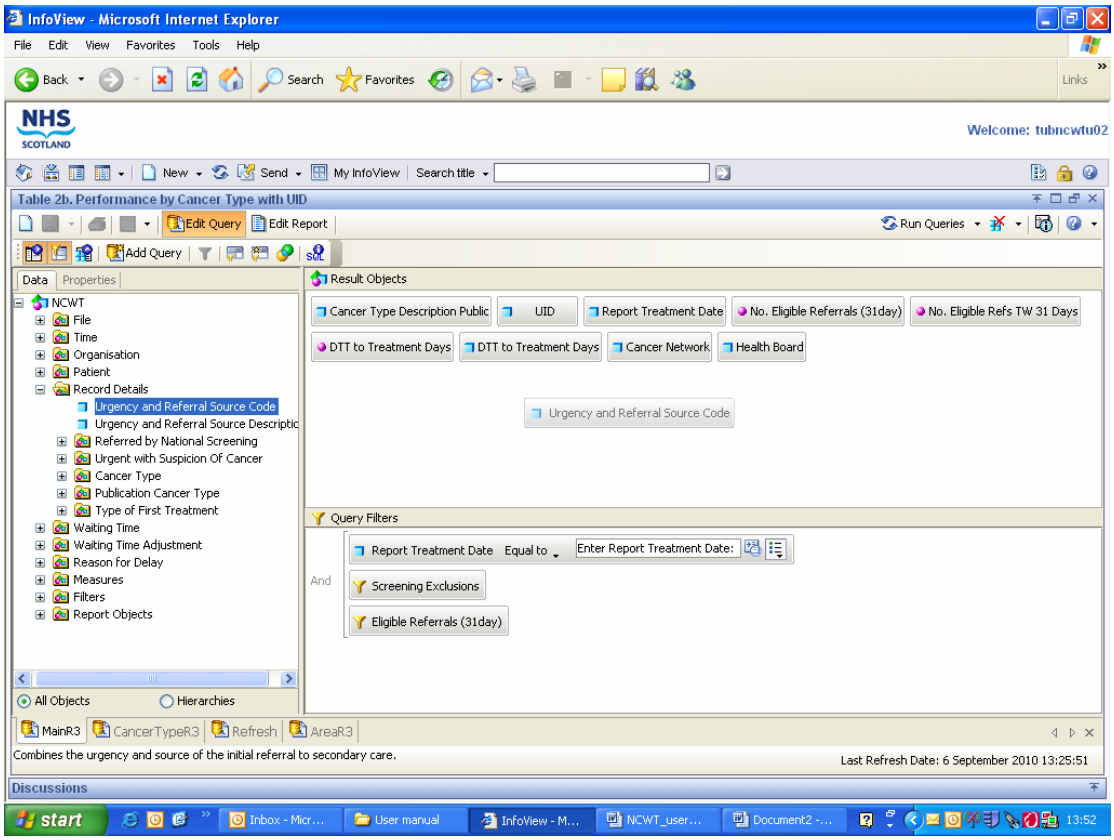


Figure 35 – Adding an object to the Result Objects section

Note: There are multiple queries for this Publication report as follows:

Main R3	The main query of the report
Cancer Type R3	This extra query forces all Cancer types to display, whether the row is populated with data or not
Refresh	This query forces the report to prompt for a treatment date on opening/refreshing
Area R3	This extra query forces the report to display a complete list of Health Boards (for ISD use)

Adding the object 'Urgency and Referral Source Code' to the Main R3 query is sufficient

Clicking on the 'Edit Report' button will take you back to the original Modify screen. The new object will be included in the list on the left hand side and it can now be added to the body of the report.

TRY – Adding Result Objects

1. In modify mode for Table 2b. Performance by Cancer Type with UID, Click Edit Query to view the Query Panel
2. Click Edit Query to view the Query Panel
3. Drag 'Urgency and Referral Source Code' into the Results Objects pane (position in the pane is not important)
4. Click Edit Report. (Web Intelligence may prompt you to purge data – select yes as this is standard practice when a query has been modified).

   You should now see 'Urgency and Referral Source Code' in the list of objects on the left hand side.

5. Add 'Urgency and Referral Source Code' to the main body of the report

B6.3 Adding objects as drill filters

Another option that is open to you is to add a data item as a drill filter. Continuing with the example above, it may be that you wish to view the UIDs by referral source code.

To do this, click and hold the left mouse button and drag the object from the list to the 'Drill pane' above the main window as illustrated in Figure 36:

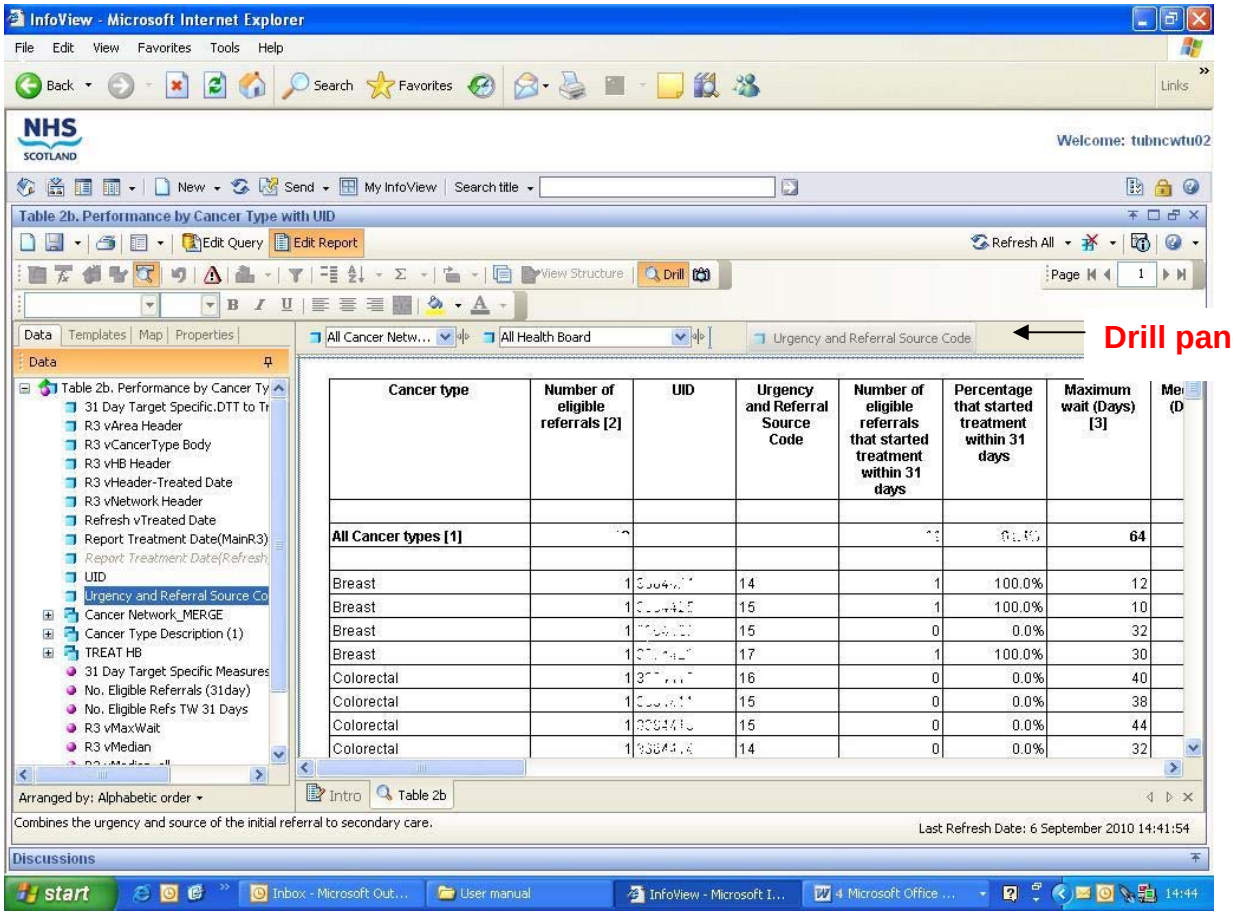

InfoView - Microsoft Internet Explorer
Table 2b. Performance by Cancer Type with UID
Drill pane
Urgency and Referral Source Code
Cancer type
Number of eligible referrals [2]
UID
Urgency and Referral Source Code
Number of eligible referrals that started treatment within 31 days
Percentage that started treatment within 31 days
Maximum wait (Days) [3]
All Cancer types [1]
64
Breast
Colorectal
Combines the urgency and source of the initial referral to secondary care.
Last Refresh Date: 6 September 2010 14:41:54

Figure 36 – Location of the 'Drill pane'

As when positioning an object in a table, there will be an icon to help you position the new filter though this time a cursor ( ) is used rather than a blue bar:

TIP: You may find that you are not able to add filters to your report as the 'Drill pane' may not be active (depending on the report that you are trying to modify). A quick check that you can do is to look for the Drill button which you will find near the top-middle of the report. If the Drill pane is active then this button will have an orange

background Drill, if it is not active then the button will have a grey background Drill. If the Drill pane is inactive then simply click the Drill button and you can then add filters to your copy of the report as described above.

TRY – Adding a drill filter to a report

1. Open the Table 2b. Performance by Cancer Type with UID in Modify mode.
2. Find 'Urgency and Referral Source Code' in the list of objects on the left hand side.
3. Click and hold the left mouse button to select the object and drag it over to the 'Drill pane'.
4. Use the drop down selection to filter the report and view the records for each referral source

B6.4 Adding objects as prompts in the query

The 62 day standard is a "treatment waiting time for all patients referred urgently with a suspicion of cancer and for screened positive patients." The 62-day Publication reports in Business Objects are built to display records treated within your Health Board, irrespective of the originating Board of receipt of referral. Therefore, where relevant, you will be able to see other Health Boards' referring data where you are the Board of Treatment.

For example, it may be that you wish this report to only return records whose receipt of referral originates in your own Health Board. To do this, follow the steps below.

- From Standard reports, take a copy of the 62 day report 'Table 1b. Performance by Cancer Type' and place in your **Favorites**
- Go to your **Favorites** and open the report by clicking on the title and selecting 'Run query'.
- Once the table is populated with data, select 'Edit' from the 'Document ' drop down list (see figure 37)

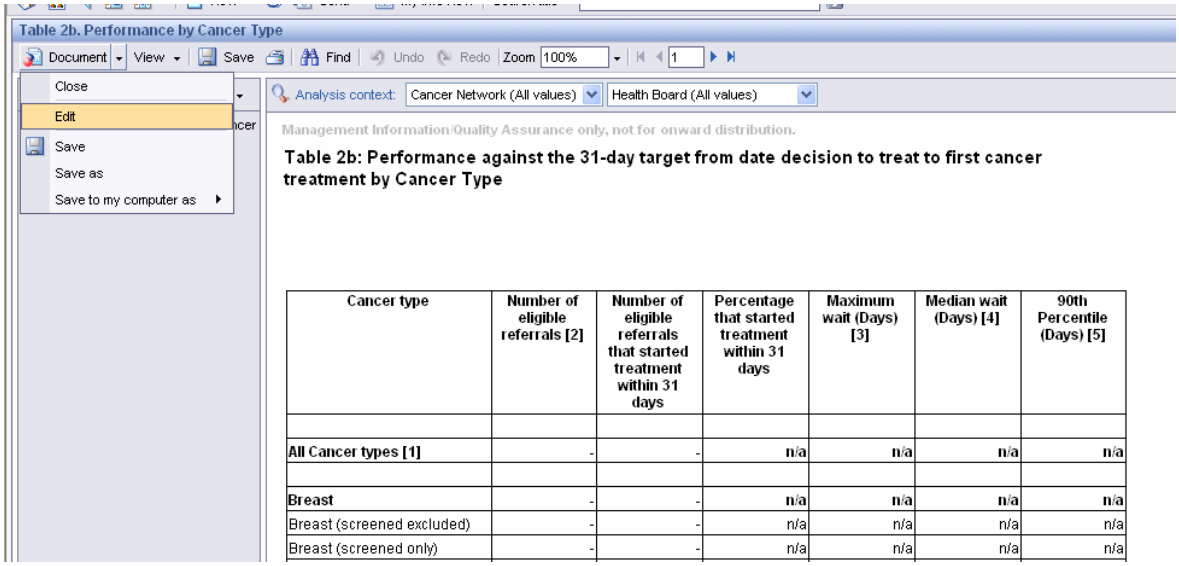


Figure 37 – Opening a report in 'Edit' mode (Please note that this is not real data)

- Click on 'Edit Query' and make sure that you are in the 'Main R3' query.
- From the organisation class, drag and drop 'Board of Receipt of Referral description' into the Results Object pane.
- 'Run Query' and add 'Board of Receipt of Referral description' to the report table

At this point you will know if you have any records originating from another Health Board (see figure 38).

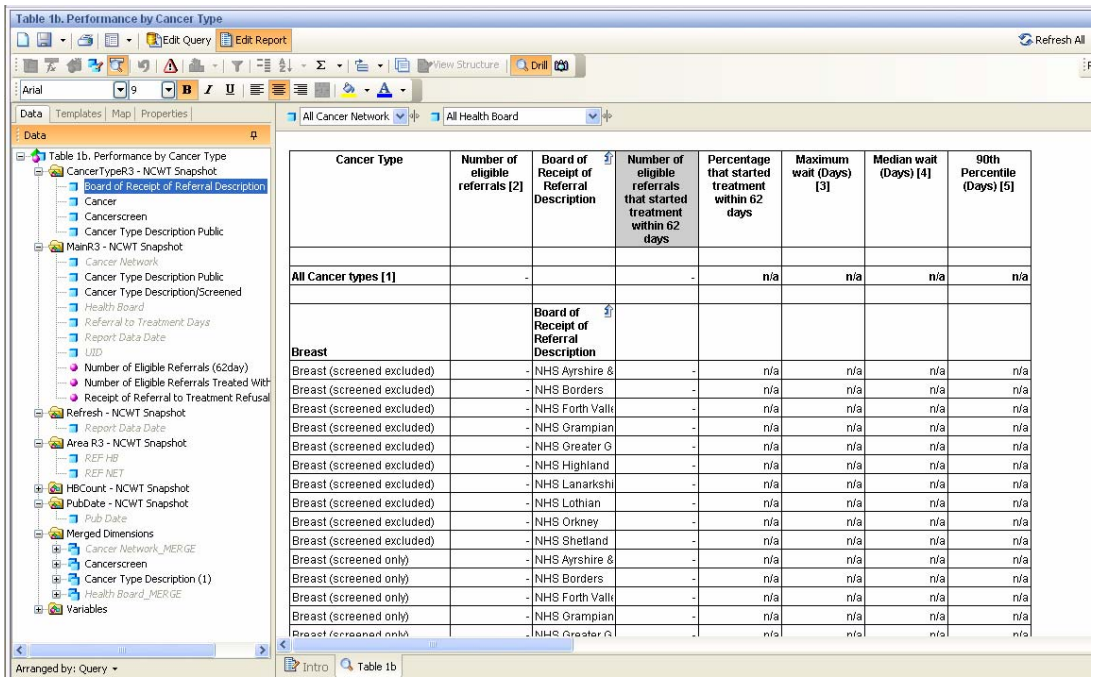


Figure 38 – Table 1b displaying results for Fife and Grampian

- Return to the main query
- Drag and drop ‘Board of Receipt of Referral description’ into the Query filter pane. Note: once you see a thin black line, release the mouse button and this will add the object as a Query Filter.

The Query Filter is split into three sections – name of the object, argument and value.

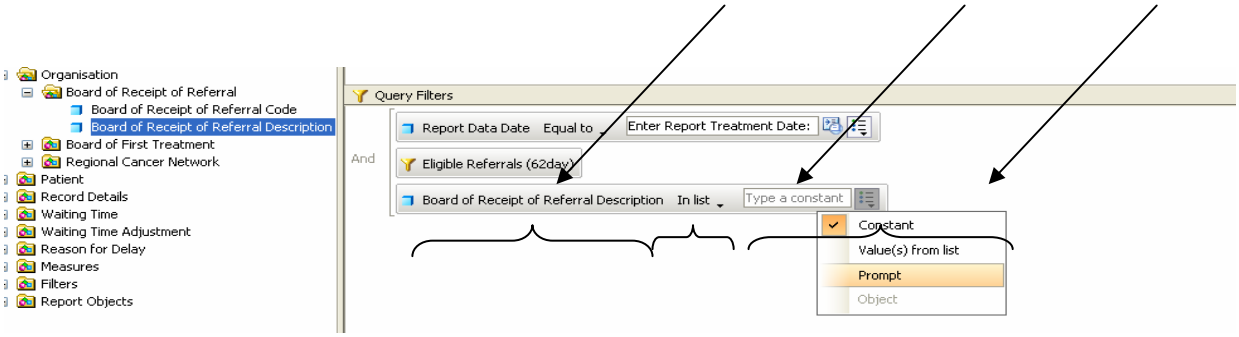


Figure 39 – Format of a Query filter

The argument will be defaulted to ‘In list’.

- Click the icon to the right of the value box to bring up a list of options.

Here you can choose to enter a Constant (i.e. a hard-coded value), Prompt or another Object. In this example we would like for the query to ask for the Board of Receipt of Referral i.e. Prompt.

- Select Prompt from the drop down list.

- Refresh the report by clicking the Run Query button.

You should see that you are now prompted for two items of information – Report Treatment Date and Board of receipt of Referral description.

- Select the appropriate choice from the list of values in the prompts screen and click on ‘Run Query’ to view the results.

B6.5 Building a New web intelligence document

There are many other aspects to editing the queries behind reports which are beyond the scope of this beginners/intermediate training manual. You can also start with a 'blank sheet' and build a report from scratch by clicking on 'New' in the navigation bar (see Figure 40), choose a new web intelligence document from the drop down list and select the CWT universe.

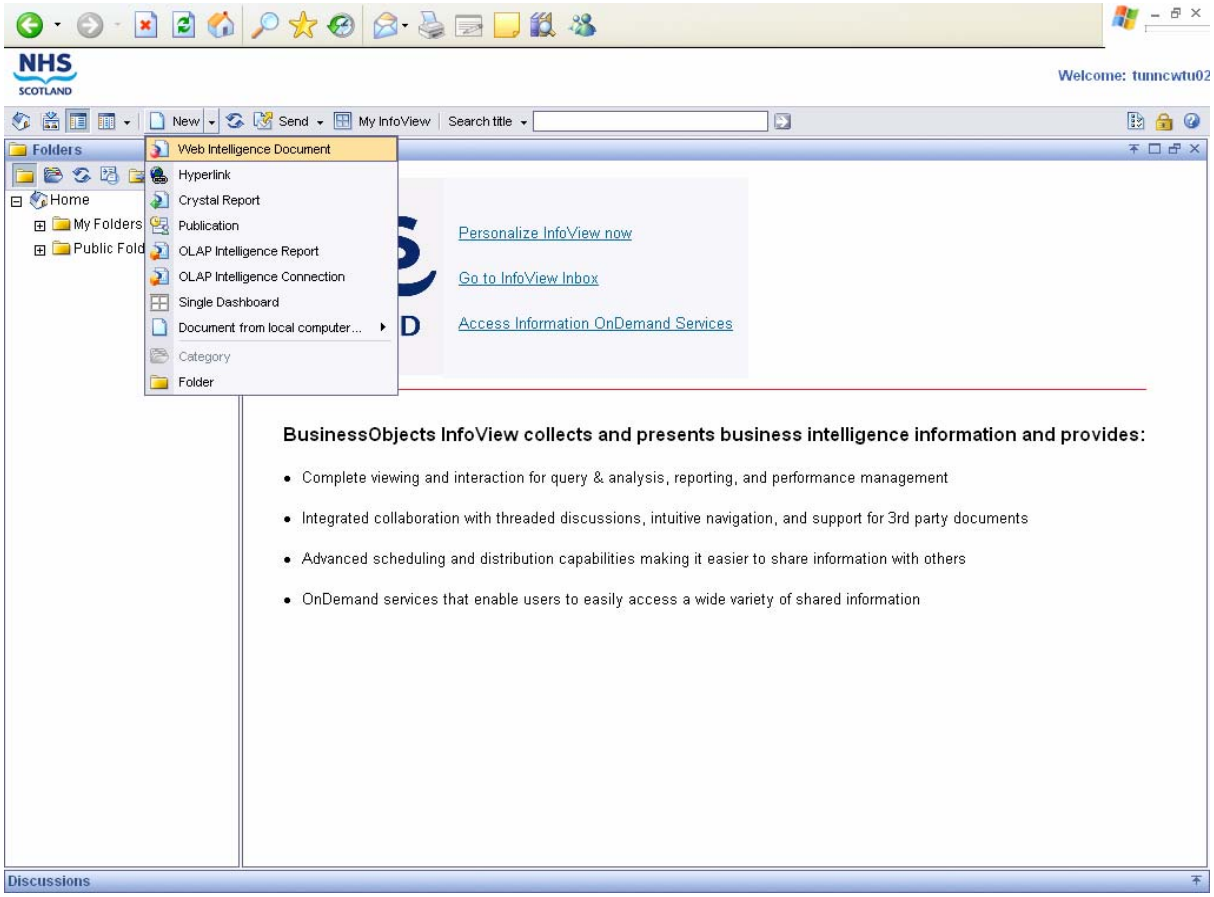


Figure 40 – Opening a new Web Intelligence document

7. Contact details

Should you wish to contact ISD for further assistance in relation to using BOXI for running CWT reports then please feel free to contact us.

General Business Objects Queries:

Cancer Waiting Times Team
NSS.ISDCancerWaitsNew@nhs.net

Technical problems / Application errors:
Customer Support Desk
nss.csd@nhs.net
0131 275 7777

8. Appendices

Appendix A –CWT BOXI universe structure and definitions

Class	Subclass (Level 1)	Subclass (Level 2)	Object Name	Object Description
File	--	--	File ID	An identifying number that it is allocated to a file when it is processed.
File	--	--	Line No	A number used to identify the row that a data error occurs on.
File	--	--	UID	Unique record identifier. File ID + Line No.
Time	Reference Date	Reference Date Calendar	Reference Date Cal Year	The year component of the Reference Date in the format YYYY e.g. 2010.
Time	Reference Date	Reference Date Calendar	Reference Date Cal Month	The month component of the Reference Date in the format 1-12 e.g. 1=January.
Time	Reference Date	Reference Date Calendar	Reference Date Cal Month Name	The month component of the Reference Date as a full textual description e.g. January.
Time	Reference Date	Reference Date Calendar	Reference Date Cal Quarter	The Reference Date expressed in terms of which calendar quarter it falls. Format is single value 1-4 where 1=Jan-Mar.
Time	Reference Date	Reference Date Calendar	Reference Date Cal Quarter Name	The Reference Data expressed as a textual description in terms of which calendar quarter it falls e.g. Jan-Mar.
Time	Reference Date	Reference Date Financial	Reference Date Financial Year	The year component of the Reference Date in the format YYYY e.g. 2010.
Time	Reference Date	Reference Date Financial	Reference Date Financial Month	The month component of the Reference Date in the format 1-12 e.g. 1=January.
Time	Reference Date	Reference Date Financial	Reference Date Financial Month Name	The month component of the Reference Date as a full textual description e.g. January.
Time	Reference Date	Reference Date Financial	Reference Date Financial Quarter	The Reference Date expressed in terms of which financial quarter it falls. Format is single value 1-4 where 1=Jan-Mar.
Time	Reference Date	Reference Date Financial	Reference Date Financial Quarter Name	The Reference Data expressed as a textual description in terms of which financial quarter it falls e.g. Jan-Mar.
Time	Date of Receipt of Referral	--	Date of Receipt of Referral	The date of receipt of referral is: - the date of receipt of the initial referral into secondary care. - the date a request for a further diagnostic intervention is sent via SCI Gateway after a positive screening test is reported is reported on Bowel Screening System. - the date that the letter from the breast screening assessment centre is generated to request recall for further diagnostic tests. - the date where the results of a smear test are reported on the Scottish Cervical Call Recall System (SCCRS). - date patient presents at A&E or for other direct referral.

Time	Date of Receipt of Referral	Date of Receipt of Referral Calendar	Date of Receipt of Referral Cal Year	The year component of the Date of Receipt of Referral in the format YYYY e.g. 2010.
Time	Date of Receipt of Referral	Date of Receipt of Referral Calendar	Date of Receipt of Referral Cal Month	The month component of the Date of Receipt of Referral in the format 1-12 e.g. 1=January.
Time	Date of Receipt of Referral	Date of Receipt of Referral Calendar	Date of Receipt of Referral Cal Month Name	The month component of the Date of Receipt of Referral as a full textual description e.g. January.
Time	Date of Receipt of Referral	Date of Receipt of Referral Calendar	Date of Receipt of Referral Cal Quarter	The Date of Receipt of Referral expressed in terms of which calendar quarter it falls. Format is single value 1-4 where 1=Jan-Mar.
Time	Date of Receipt of Referral	Date of Receipt of Referral Calendar	Date of Receipt of Referral Cal Quarter Name	The Date of Receipt of Referral expressed as a textual description in terms of which calendar quarter it falls e.g. Jan-Mar.
Time	Date of Receipt of Referral	Date of Receipt of Referral Financial	Date of Receipt of Referral Fin Year	The year component of the Date of Receipt of Referral in the format YYYY e.g. 2010.
Time	Date of Receipt of Referral	Date of Receipt of Referral Financial	Date of Receipt of Referral Fin Month	The month component of the Date of Receipt of Referral in the format 1-12 e.g. 1=April.
Time	Date of Receipt of Referral	Date of Receipt of Referral Financial	Date of Receipt of Referral Fin Month Name	The month component of the Date of Receipt of Referral as a full textual description e.g. April=1.
Time	Date of Receipt of Referral	Date of Receipt of Referral Financial	Date of Receipt of Referral Fin Quarter	The Date of Receipt of Referral expressed in terms of which financial quarter it falls. Format is single value 1-4 where 1=Apr-Jun.
Time	Date of Receipt of Referral	Date of Receipt of Referral Financial	Date of Receipt of Referral Fin Quarter Name	The Date of Receipt of Referral expressed as a textual description in terms of which financial quarter it falls e.g. Jan-Mar.
Time	Date Decision to Treat	--	Date Decision to Treat	Following MDT discussion, the date on which the treatment plan was agreed between the patient and the clinician (or delegate) responsible for first treatment. Where there are two possible dates, the earliest date applies.
Time	Date Decision to Treat	Date Decision to Treat Calendar	Date Decision to Treat Cal Year	The year component of the Date Decision to Treat in the format YYYY e.g. 2010.
Time	Date Decision to Treat	Date Decision to Treat Calendar	Date Decision to Treat Cal Month	The month component of the Date Decision to Treat in the format 1-12 e.g. 1=January.
Time	Date Decision to Treat	Date Decision to Treat Calendar	Date Decision to Treat Cal Month Name	The month component of the Date Decision to Treat as a full textual description e.g. January.
Time	Date Decision to Treat	Date Decision to Treat Calendar	Date Decision to Treat Cal Quarter	The Date Decision to Treat expressed in terms of which calendar quarter it falls. Format is single value 1-4 where 1=Jan-Mar.
Time	Date Decision to Treat	Date Decision to Treat Calendar	Date Decision to Treat Cal Quarter Name	The Date Decision to Treat expressed as a textual description in terms of which calendar quarter it falls e.g. Jan-Mar.
Time	Date Decision to Treat	Date Decision to Treat Financial	Date Decision to Treat Fin Year	The year component of the Date Decision to Treat in the format YYYY e.g. 2010.
Time	Date Decision to Treat	Date Decision to Treat Financial	Date Decision to Treat Fin Month	The month component of the Date Decision to Treat in the format 1-12 e.g. 1=April.
Time	Date Decision to Treat	Date Decision to Treat Financial	Date Decision to Treat Fin Month Name	The month component of the Date Decision to Treat as a full textual description e.g. April=1.
Time	Date Decision to Treat	Date Decision to Treat Financial	Date Decision to Treat Fin Quarter	The Date Decision to Treat expressed in terms of which financial quarter it falls.

				Format is single value 1-4 where 1=Apr-Jun.
Time	Date Decision to Treat	Date Decision to Treat Financial	Date Decision to Treat Fin Quarter Name	The Date Decision to Treat expressed as a textual description in terms of which financial quarter it falls e.g. Jan-Mar.
Time	Date of First Treatment	--	Date of First Treatment	The date of first cancer treatment. NB this does not include patients submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Calendar	Date of First Treatment Cal Year	The year component of the Date of First Treatment in the format YYYY e.g. 2010. NB this does not include patients who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Calendar	Date of First Treatment Cal Month	The month component of the Date of First Treatment in the format 1-12 e.g. 1=January. NB this does not include patients who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Calendar	Date of First Treatment Cal Month Name	The month component of the Date of First Treatment as a full textual description e.g. January. NB this does not include patients who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Calendar	Date of First Treatment Cal Quarter	The Date of First Treatment expressed in terms of which calendar quarter it falls. Format is single value 1-4 where 1=Jan-Mar. NB this does not include patients who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Calendar	Date of First Treatment Cal Quarter Name	The Date of First Treatment expressed as a textual description in terms of which calendar quarter it falls e.g. Jan-Mar. NB this does not include patients who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Financial	Date of First Treatment Fin Year	The year component of the Date of First Treatment in the format YYYY e.g. 2010. NB this does not include patients who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Financial	Date of First Treatment Fin Month	The month component of the Date of First Treatment in the format 1-12 e.g. 1=April. NB this does not include patients who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Financial	Date of First Treatment Fin Month Name	The month component of the Date of First Treatment as a full textual description e.g. April=1. NB this does not include patients who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Financial	Date of First Treatment Fin Quarter	The Date of First Treatment expressed in terms of which financial quarter it falls. Format is single value 1-4 where 1=Apr-Jun. NB this does not include patients

				who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of First Treatment	Date of First Treatment Financial	Date of First Treatment Fin Quarter Name	The Date of First Treatment expressed as a textual description in terms of which financial quarter it falls e.g. Jan-Mar. NB this does not include patients who died, refused treatment or were submitted with a date of first treatment of 09/09/0909 or 10/10/1010.
Time	Date of Treatment Refusal	--	Date of Treatment Refusal	The date the patient refuses any treatment.
Time	Date of Treatment Refusal	Date of Treatment Refusal Calendar	Date of Treatment Refusal Cal Year	The year component of the Date of Treatment Refusal in the format YYYY e.g. 2010.
Time	Date of Treatment Refusal	Date of Treatment Refusal Calendar	Date of Treatment Refusal Cal Month	The month component of the Date of Treatment Refusal in the format 1-12 e.g. 1=January.
Time	Date of Treatment Refusal	Date of Treatment Refusal Calendar	Date of Treatment Refusal Cal Month Name	The month component of the Date of Treatment Refusal as a full textual description e.g. January.
Time	Date of Treatment Refusal	Date of Treatment Refusal Calendar	Date of Treatment Refusal Cal Quarter	The Date of Treatment Refusal expressed in terms of which calendar quarter it falls. Format is single value 1-4 where 1=Jan-Mar.
Time	Date of Treatment Refusal	Date of Treatment Refusal Calendar	Date of Treatment Refusal Cal Quarter Name	The Date of Treatment Refusal expressed as a textual description in terms of which calendar quarter it falls e.g. Jan-Mar.
Time	Date of Treatment Refusal	Date of Treatment Refusal Financial	Date of Treatment Refusal Fin Year	The year component of the Date of Treatment Refusal in the format YYYY e.g. 2010.
Time	Date of Treatment Refusal	Date of Treatment Refusal Financial	Date of Treatment Refusal Fin Month	The month component of the Date of Treatment Refusal in the format 1-12 e.g. 1=April.
Time	Date of Treatment Refusal	Date of Treatment Refusal Financial	Date of Treatment Refusal Fin Month Name	The month component of the Date of Treatment Refusal as a full textual description e.g. April=1.
Time	Date of Treatment Refusal	Date of Treatment Refusal Financial	Date of Treatment Refusal Fin Quarter	The Date of Treatment Refusal expressed in terms of which financial quarter it falls. Format is single value 1-4 where 1=Apr-Jun.
Time	Date of Treatment Refusal	Date of Treatment Refusal Financial	Date of Treatment Refusal Fin Quarter Name	The Date of Treatment Refusal expressed as a textual description in terms of which financial quarter it falls e.g. Jan-Mar.
Organisation	Board of Receipt of Referral	--	Board of Receipt of Referral Code	The code of the NHS Board that receives the initial referral into secondary care.
Organisation	Board of Receipt of Referral	--	Board of Receipt of Referral Description	The name NHS Board that receives the initial referral into secondary care.
Organisation	Board of First Treatment	--	Board of First Treatment Code	The code of the NHS Board who has responsibility for the first (intended) treatment.
Organisation	Board of First Treatment	--	Board of First Treatment Description	The name of the NHS Board who has responsibility for the first (intended) treatment.
Organisation	Regional Cancer Network	--	Regional Cancer Network BRR	The Regional Cancer Network (SCAN, NOSCAN, WOSCAN) based on the NHS Board of Receipt of Referral.
Organisation	Regional Cancer Network	--	Regional Cancer Network BFT	The Regional Cancer Network (SCAN, NOSCAN, WOSCAN) based on the NHS Board of First Treatment.
Patient	Patient Identifying Numbers	--	CHI Number	A unique numeric indicator allocated to each patient who registers for NHS

				healthcare within Scotland.
Patient	Patient Identifying Numbers	--	Unique Care Pathway Number	A unique number allocated to a patient's pathway.
Patient	Patient Identifying Numbers	--	Hospital Patient Identifier	A code that uniquely identifies a patient within a hospital.
Patient	Patient Postcode	--	Patient Postcode	The postcode of the patient, as recorded on referral.
Patient	Ethnic Group	Ethnic Group (Pre April 2012)	Ethnic Group Code (Pre April 2012)	Self assigned ethnic group codes used before 1 April 2012.
Patient	Ethnic Group	Ethnic Group (Pre April 2012)	Ethnic Group Description (Pre April 2012)	Self assigned ethnic group descriptions used before 1 April 2012.
Patient	Ethnic Group	Ethnic Group (Post April 2012)	Ethnic Group Code (Post April 2012)	Self assigned ethnic group codes for patients treated on or after 1 April 2012.
Patient	Ethnic Group	Ethnic Group (Post April 2012)	Ethnic Group Description (Post April 2012)	Self assigned ethnic group descriptions for patients treated on or after 1 April 2012.
Patient	Ethnic Group	Ethnic Group Aggregated (Post April 2012)	Ethnic Group Codes Aggregated (Post April 2012)	Aggregated self assigned ethnic group codes for patients treated on or after 1 April 2012.
Patient	Ethnic Group	Ethnic Group Aggregated (Post April 2012)	Ethnic Group Description Aggregated (Post April 2012)	Aggregated self assigned ethnic group descriptions for patients treated on or after 1 April 2012.
Patient	Gender	--	Gender Code	Patient's gender.
Patient	Gender	--	Gender Description	Patient's gender.
Patient	Age	--	Age	Patient's age at the date of first treatment.
Patient	Age	--	Age Band	Five year age band: 16-20, 21-25, 26-30 ….. 86-90, 91+.
Patient	Date of Birth	--	Date of Birth	Patients Date of Birth.
Patient	Date of Birth	Date of Birth Calendar	Date of Birth Cal Year	The year component of the Date of Birth in the format YYYY e.g. 2010.
Patient	Date of Birth	Date of Birth Calendar	Date of Birth Cal Month	The month component of the Date of Birth in the format 1-12 e.g. 1=January.
Patient	Date of Birth	Date of Birth Calendar	Date of Birth Cal Month Name	The month component of the Date of Birth as a full textual description e.g. January.
Patient	Date of Birth	Date of Birth Calendar	Date of Birth Cal Quarter	The Date of Birth expressed in terms of which calendar quarter it falls. Format is single value 1-4 where 1=Jan-Mar.
Patient	Date of Birth	Date of Birth Calendar	Date of Birth Cal Quarter Name	The Date of Birth expressed as a textual description in terms of which calendar quarter it falls e.g. Jan-Mar.
Patient	Date of Birth	Date of Birth Financial	Date of Birth Fin Year	The year component of the Date of Birth in the format YYYY e.g. 2010.
Patient	Date of Birth	Date of Birth Financial	Date of Birth Fin Month	The month component of the Date of Birth in the format 1-12 e.g. 1=April.
Patient	Date of Birth	Date of Birth Financial	Date of Birth Fin Month Name	The month component of the Date of Birth as a full textual description e.g. April=1.
Patient	Date of Birth	Date of Birth Financial	Date of Birth Fin Quarter	The Date of Birth expressed in terms of which financial quarter it falls. Format is single value 1-4 where 1=Apr-Jun.
Patient	Date of Birth	Date of Birth Financial	Date of Birth Fin Quarter Name	The Date of Birth expressed as a textual description in terms of which financial quarter it falls e.g. Jan-Mar.
Patient	Date of Death	--	Date of Death	Patient's date of death, as on death certificate.
Patient	Date of Death	Date of Death Calendar	Date of Death Cal Year	The year component of the Date of Death in the format YYYY e.g. 2010.
Patient	Date of Death	Date of Death Calendar	Date of Death Cal Month	The month component of the Date of Death in the format 1-12 e.g. 1=January.
Patient	Date of Death	Date of Death Calendar	Date of Death Cal Month Name	The month component of the Date of Death as a full textual description e.g.

				January.
Patient	Date of Death	Date of Death Calendar	Date of Death Cal Quarter	The Date of Death expressed in terms of which calendar quarter it falls. Format is single value 1-4 where 1=Jan-Mar.
Patient	Date of Death	Date of Death Calendar	Date of Death Cal Quarter Name	The Date of Death expressed as a textual description in terms of which calendar quarter it falls e.g. Jan-Mar.
Patient	Date of Death	Date of Death Financial	Date of Death Fin Year	The year component of the Date of Death in the format YYYY e.g. 2010.
Patient	Date of Death	Date of Death Financial	Date of Death Fin Month	The month component of the Date of Death in the format 1-12 e.g. 1=April.
Patient	Date of Death	Date of Death Financial	Date of Death Fin Month Name	The month component of the Date of Death as a full textual description e.g. April=1.
Patient	Date of Death	Date of Death Financial	Date of Death Fin Quarter	The Date of Death expressed in terms of which financial quarter it falls. Format is single value 1-4 where 1=Apr-Jun.
Patient	Date of Death	Date of Death Financial	Date of Death Fin Quarter Name	The Date of Death expressed as a textual description in terms of which financial quarter it falls e.g. Jan-Mar.
Record Details	--	--	Urgency and Referral Source Code	Combines the urgency and source of the initial referral to secondary care.
Record Details	--	--	Urgency and Referral Source Description	Combines the urgency and source of the initial referral to secondary care.
Record Details	Referred by National Screening	--	Referred by National Screening	A YES/NO flag to identify records that have been referred by National Screening.
Record Details	Referred by National Screening	--	Screened excluded/Screened only	Used to identify which records that have been referred by the National Screening Programme.
Record Details	Urgent with Suspicion of Cancer	--	Urgent with Suspicion of Cancer	Patients who were referred urgently with a suspicion of cancer. Includes patients who referred from National Screening, GP/GDP urgent referrals with a suspicion of cancer or direct referrals to hospital (All 62-day patients, including patients with exclusions).
Record Details	Cancer Type	--	Cancer Type Code	Type of cancer.
Record Details	Cancer Type	--	Cancer Type Description	Type of cancer (includes breakdown of Urological and Upper GI cancers)
Record Details	Cancer Type	--	Cancer Type Description Public	Type of cancer. A publication level break down of cancer sites - Breast, Cervical, Colorectal, Endometrial, Head and Neck, Lung, Lymphoma, Melanoma, Ovarian, Upper GI, Urology (excluding screening cancers).
Record Details	Cancer Type	--	Cancer Type Description/Screened	Type of cancer - publication level including screening cancers. e.g. Breast screened etc.
Record Details	Type of First Treatment	--	Type of First Treatment Code	The treatment or drug that genuinely attempts to begin the patient's first treatment. This can include palliative or supportive care.
Record Details	Type of First Treatment	--	Type of First Treatment Description	The treatment or drug that genuinely attempts to begin the patient's first treatment. This can include palliative or supportive care.
Waiting Time	62 Day Target Specific	--	Target Cohort Flag 62day	A Yes/No flag to indicate whether the patient is included in the 62 day target cohort. Yes indicates where the patient is included in the cohort and includes

				records where the urgency and referral source was referred from National Screening, GP/GDP urgent referral with suspicion of cancer or Direct referral to hospital and the type of first treatment was not 'Refused treatment' or 'Died' and the pathway was not clinically complex.
Waiting Time	62 Day Target Specific	--	Total Referrals Treated Within 62 Days	A YES/NO/INAPPLICABLE flag to identify a record that was treated within 62 days.
Waiting Time	62 Day Target Specific	--	Eligible Referrals Treated Within 62 Days	A YES/NO flag to identify a record that has been included in the 62 day cohort as an eligible referral that was treated within 62 days, and excludes patients who died before treatment, refused all treatment or clinically complex.
Waiting Time	62 Day Target Specific	--	Ineligible Referrals Treated Within 62 Days	A YES/NO flag to identify a record that was treated within 62 days where a patient died before treatment, refused all treatment or clinically complex.
Waiting Time	62 Day Target Specific	--	Referral to Treatment Days	The number of days from referral to treatment after any adjustment has been made.
Waiting Time	62 Day Target Specific	--	Receipt of Referral to Death	Number of days between the date of receipt of referral and death.
Waiting Time	62 Day Target Specific	--	Receipt of Referral to Treatment Refusal	Number of days between the date of receipt of referral and the date the patient refused all treatment.
Waiting Time	62 Day Target Specific	--	Weeks Wait Grouping 62 Days	A grouping of the number of days between the Date of Receipt of Referral to First Treatment into the following groups: 0-20 days; 21-41 days; 42-62 days; 63-83 days; 84 days or more.
Waiting Time	31 Day Target Specific	--	Target Cohort Flag 31day	A Yes/No flag to indicate whether the patient is included in the 31 day target cohort. Yes indicates where the type of first treatment was not Refused treatment or Died and the pathway was not clinically complex.
Waiting Time	31 Day Target Specific	--	Total Referrals Treated Within 31 Days	A YES/NO flag to identify a record that was treated within 31 days.
Waiting Time	31 Day Target Specific	--	Eligible Referrals Treated Within 31 Days	A YES/NO flag to identify a record that has been included in the 31 day cohort as an eligible referral that was treated within 31 days.
Waiting Time	31 Day Target Specific	--	Ineligible Referrals Treated Within 31 Days	A YES/NO flag to identify a record that has not been included in the 31 day cohort but was treated within 31 days i.e. shows patients who died before treatment, refused all treatment or clinically complex.
Waiting Time	31 Day Target Specific	--	DTT to Treatment Days	The number of days from decision to treat to treatment after any adjustment has been made.
Waiting Time	31 Day Target Specific	--	DTT to Death	Number of days between the date decision to treat and death.
Waiting Time	31 Day Target Specific	--	DTT to Treatment Refusal	Number of days between the date decision to treat and the date the treatment was refused.

Waiting Time	31 Day Target Specific	--	Weeks Wait Grouping 31 Days	A grouping of the number of days between the Date Decision to Treat to First Treatment into the following groups: 0-15 days; 16-31 days; 32-47 days; 48 days or more.
Waiting Time	Exclusions	--	Exclusions 62day	A YES flag to identify records that have been excluded from the 62 day target because the patient died before treatment refused all treatment or the clinical complexity of their pathway caused a delay.
Waiting Time	Exclusions	--	Clinical Complex Pathway 62 Day	A YES/NO flag to identify records where the reason for a 62 day target delay is Clinically Complex.
Waiting Time	Exclusions	--	Exclusions 31day	A YES flag to identify records that have been excluded from the 31 day target because the patient died before treatment, refused all treatment or the clinical complexity of their pathway caused a delay.
Waiting Time	Exclusions	--	Clinical Complex Pathway 31 Day	A YES/NO flag to identify records where the reason for a 31 day target delay is Clinically Complex.
Waiting Time	Exclusions	--	Patient Died before Treatment	A YES/NO flag to identify records where the patient died before treatment.
Waiting Time	Exclusions	--	Patient Refused all Treatment	A YES/NO flag to identify records where the patient refused all treatment.
Waiting Time	Dates not Recorded	--	Receipt of Referral Not Recorded	A Yes/No flag to indicate whether the Date of Receipt of Referral was not recorded (09/09/0909) where Yes = Not Recorded.
Waiting Time	Dates not Recorded	--	Date Decision to Treat Not Recorded	A Yes/No flag to indicate whether the Date Decision to Treat was not recorded (09/09/0909) where Yes = Not Recorded.
Waiting Time	Dates not Recorded	--	Date of First Treatment Not Recorded	A Yes/No flag to indicate whether the Date of First Treatment was not recorded (09/09/0909) where Yes = Not Recorded.
Waiting Time	Dates Inapplicable	--	Receipt of Referral Inapplicable	A Yes/No flag to indicate whether the Date of Receipt of Referral was inapplicable (10/10/1010) where Yes = Inapplicable.
Waiting Time Adjustment	Waiting Time Adjustment 62 Day	--	Waiting Times Adjustment 62 Day	A YES flag to identify records included in the 62 day target where a waiting time adjustment has been recorded (All patients).
Waiting Time Adjustment	Waiting Time Adjustment 62 Day	--	Patient Adjustment 62 Day	A YES flag to identify records covered by the 62 day target where the reason for a waiting time adjustment was due to patient delay, i.e. the patient did not attend, cancelled or deferred an appointment or there was other patient induced delay.
Waiting Time Adjustment	Waiting Time Adjustment 62 Day	--	Medical Adjustment 62 Day	A YES flag to identify records covered by the 62 day target where the reason for a waiting time adjustment was due to medical delay, i.e. temporary co-morbidity or medical suspension.
Waiting Time Adjustment	Waiting Time Adjustment 31 Day	--	Waiting Times Adjustment 31 Day	A YES flag to identify records included in the 31-day target where a waiting time adjustment has been recorded (All patients).

Waiting Time Adjustment	Waiting Time Adjustment 31 Day	--	Patient Adjustment 31 Day	A YES flag to identify records covered by the 31 day target where the reason for a waiting time adjustment was due to patient delay, i.e. the patient did not attend, cancelled or deferred an appointment or there was other patient induced delay.
Waiting Time Adjustment	Waiting Time Adjustment 31 Day	--	Medical Adjustment 31 Day	A YES flag to identify records covered by the 31 day target where the reason for a waiting time adjustment was due to medical delay, i.e. temporary co-morbidity or medical suspension.
Waiting Time Adjustment	Waiting Time Pre DDT	--	Waiting times Adjustment Pre DDT (Days)	The cumulative number of days by which the waiting times pathway was adjusted before the decision to treat.
Waiting Time Adjustment	Waiting Time Pre DDT	--	Waiting Times Adjustment Pre DDT Code	The main reason for the adjustment to the waiting time pathway before the decision to treat has been made.
Waiting Time Adjustment	Waiting Time Pre DDT	--	Waiting Times Adjustment Pre DDT Description	The main reason for the adjustment to the waiting time pathway before the decision to treat has been made.
Waiting Time Adjustment	Waiting Time Post DDT	--	Waiting Times Adjustment Post DDT (Days)	The cumulative number of days by which the waiting times pathway can be adjusted after the decision to treat.
Waiting Time Adjustment	Waiting Time Post DDT	--	Waiting Times Adjustment Post DDT Reason Code	The main reason for the adjustment to the waiting time pathway after the decision to treat has been made.
Waiting Time Adjustment	Waiting Time Post DDT	--	Waiting Times Adjustment Post DDT Reason Description	The main reason for the adjustment to the waiting time pathway after the decision to treat has been made.
Reason for Delay	Reason for Delay 62 Day	--	Reason for Delay 62day Code	The main reason for a breach of the 62 day receipt of referral to treatment target.
Reason for Delay	Reason for Delay 62 Day	--	Reason for Delay 62day Description	The main reason for a breach of the 62 day receipt of referral to treatment target.
Reason for Delay	Reason for Delay 31 Day	--	Reason for Delay 31day Code	The main reason for a breach of the 31 day target from date decision to treat to treatment target.
Reason for Delay	Reason for Delay 31 Day	--	Reason for Delay 31day Description	The main reason for a breach of the 31 - day target from date decision to treat to treatment target.
Measures	--	--	Number of Patients	The number of patients referred for treatment. Note that the Scotland total may be less than the total for each cancer type because one patient may have multiple types of cancer.
Measures	--	--	Number of Referrals	The number of referrals. A patient can have multiple referrals.
Measures	62 Day Target Specific Measures	--	Number of Referrals (Urgent with Suspicion of Cancer)	Number of Referrals (Urgent with Suspicion of Cancer). The number of records where the urgency and referral source was referred from National Screening, GP/GDP urgent referral with suspicion of cancer, A&E or Direct referral to hospital.
Measures	62 Day Target Specific Measures	--	Number of Non-urgent Referrals	The number of records where the urgency and referral source was not referred from National Screening, GP/GDP urgent referral with suspicion of cancer A&E Direct referral to hospital.
Measures	62 Day Target Specific Measures	--	Number Referred by National Screening	The number of records that have been referred by National Screening.

Measures	62 Day Target Specific Measures	--	Number of Eligible Referrals (62day)	The number of referrals included in the 62 day target cohort which includes records where the urgency and referral source was referred from National Screening, GP/GDP urgent referral with suspicion of cancer, A&E or Direct referral to hospital and the type of first treatment was not 'Refused treatment' or 'Died' or the pathway was clinically complex.
Measures	62 Day Target Specific Measures	--	Number of Ineligible Referrals (62day)	The number of referrals not included in the 62 day target cohort. Where a patient died, refused treatment or clinically complex.
Measures	62 Day Target Specific Measures	--	Total Number of Patients Treated within 62 Days	The number of records where the difference between the Date of Receipt of Referral and the Date of First Treatment is less than 63 days. This count is not restricted to records included in the 62-day target cohort.
Measures	62 Day Target Specific Measures	--	Number of Eligible Referrals Treated Within 62 Days	The number of referrals included in the 62 day target cohort that were treated with 62 days. This includes records where the urgency and referral source was referred from National Screening, GP/GDP urgent referral with suspicion of cancer or Direct referral to hospital and the type of first treatment was not 'Refused treatment' or 'Died' or the pathway was not clinically complex.
Measures	62 Day Target Specific Measures	--	Number of Ineligible Referrals Treated Within 62 Days	The number of referrals excluded in the 62 day target cohort that were treated with 62 days. This includes records where the type of first treatment was 'Refused treatment' or 'Died' or the pathway was not clinically complex.
Measures	62 Day Target Specific Measures	--	Total Number of Breaches (62day)	The number of records where the Date of Receipt of Referral to the Date of First Treatment was over 62 days. Includes records where the Date of Receipt of Referral or the Date of First Treatment was not recorded. This count is not restricted to records included in the target cohort.
Measures	62 Day Target Specific Measures	--	Number of Target Breaches (62day)	The number of records in the 62 day target cohort where the difference between the Date of Receipt of Referral and the Date of First Treatment was greater than 62 days after waiting time adjustments. Records where the Date of Receipt of Referral and the Date of First Treatment were not recorded are included as breaches.
Measures	62 Day Target Specific Measures	--	Referral to Treatment Days	The number of days from referral to treatment after any adjustment has been made.
Measures	62 Day Target Specific Measures	--	Receipt of Referral to Death	Number of days between the date of receipt of referral and death.
Measures	62 Day Target Specific Measures	--	Receipt of Referral to Treatment Refusal	Number of days between the date of receipt of referral and the date treatment was refused.
Measures	31 Day Target Specific Measures	--	Number of Eligible Referrals (31day)	The number of referrals included in the 31 day target cohort. This includes records where the type of first treatment was not

				'Refused treatment' or 'Died' and the pathway was not clinically complex. (Exclusions are included).
Measures	31 Day Target Specific Measures	--	Total Number Treated within 31 Days	The number of records where the difference between the Date Decision to Treat and the Date of First Treatment is less than 32 days. This count is not restricted to records included in the target cohort.
Measures	31 Day Target Specific Measures	--	Number of Eligible Referrals Treated Within 31 Days	The number of referrals included in the 31 day target cohort that were treated within 31 days. This excludes records where the type of first treatment was 'Refused treatment' or 'Died' or the pathway was clinically complex.
Measures	31 Day Target Specific Measures	--	Number of Ineligible Referrals Treated Within 31 Days	The number of referrals not included in the 31 day target cohort that were treated within 31 days. This includes records where the type of first treatment was 'Refused treatment' or 'Died' or the pathway was clinically complex.
Measures	31 Day Target Specific Measures	--	Total Number of Breaches (31day)	The number of eligible records where the Date Decision to Treat to the Date of First Treatment was over 31 days. Includes records where the Date Decision to Treat or the Date of First Treatment was not recorded.
Measures	31 Day Target Specific Measures	--	Number of Target Breaches (31day)	The number of records included in the 31 day target cohort where the difference between the Date Decision to Treat and the Date of First Treatment was greater than 31 days after waiting time adjustments. Records where the Date Decision to Treat and the Date of First Treatment were not recorded are included as breaches.
Measures	31 Day Target Specific Measures	--	Date Decision to Treat to Treatment (Days)	The number of days from decision to treat to treatment after any adjustment has been made.
Measures	31 Day Target Specific Measures	--	Date Decision to Treat to Death (Days)	Number of days between the date decision to treat and death.
Measures	31 Day Target Specific Measures	--	Date Decision to Treat to Treatment Refusal	Number of days between the date decision to treat and the date the treatment was refused.
Measures	Exclusion Measures	--	Number of Exclusions (62day)	The number of records excluded from the target because the patient died before treatment, refused all treatment or recorded as clinical complex.
Measures	Exclusion Measures	--	Number of Exclusions (31day)	The number of records excluded from the 31-day cohort because the patient died before treatment, refused all treatment or the clinical complexity of their pathway caused a delay.
Measures	Exclusion Measures	--	Number of Clinical Complex Pathways (62day)	Number of records where the reason for a 62 day target delay is Clinically Complex.
Measures	Exclusion Measures	--	Number of Clinical Complex Pathways (31day)	Number of records where the reason for a 31 day target delay is Clinically Complex.
Measures	Exclusion Measures	--	Number of Patients who Refused All Treatment	The number of records where the patient refused all treatment.

Measures	Exclusion Measures	--	Number of Patients who Died before Treatment	The number of patients who died before treatment.
Measures	WT Adjustment Measures	--	Number of Patients with WT Adjustment (62day)	The number of eligible referrals for the 62 day target with a waiting times adjustment.
Measures	WT Adjustment Measures	--	Number of Patients with WT Adjustment (31day)	The number of eligible referrals for the 31 day target with waiting times adjustment.
Measures	WT Adjustment Measures	--	Number of Patients with Patient Adjustment (62day)	The number of eligible referrals for the 62 day target with waiting times adjustments applied for patient delays, i.e. the patient did not attend, cancelled, deferred appointment or an other patient-induced delay was recorded.
Measures	WT Adjustment Measures	--	Number of Patients with Medical Adjustment (62day)	The number of eligible referrals for the 62 day target with waiting times adjustments applied for medical delays, i.e. temporary co-morbidity or medical suspension.
Measures	WT Adjustment Measures	--	Number of Patients with Patient Adjustment (31day)	The number of eligible referrals for the 31 day target with waiting times adjustments following the decision to treat applied for patient delays, i.e. the patient did not attend, cancelled, deferred an appointment or other patient-induced suspension was recorded.
Measures	WT Adjustment Measures	--	Number of Patients with Medical Adjustment (31day)	The number of eligible referrals for the 31 day target with waiting times adjustments following the decision to treat applied for medical delays, i.e. temporary co-morbidity or medical suspension.
Measures	WT Adjustment Pre DDT Days	--	WT Adjustment Pre Date Decision to Treat Days	The cumulative number of days by which the waiting times pathway was adjusted before the decision to treat.
Measures	WT Adjustment Post DDT Days	--	WT Adjustment Post Date Decision to Treat Days	The cumulative number of days by which the waiting times pathway was adjusted after the decision to treat.
Filters	62 Day Target Specific Filters	--	Urgent with Suspicion of Cancer	Selects patients who were referred urgently with a suspicion of cancer. Includes patients who were referred from National Screening, GP/GDP urgent referrals with a suspicion of cancer or direct referrals to hospital.
Filters	62 Day Target Specific Filters	--	Eligible Referrals (62 Day)	Selects referrals included in the 62 day target cohort. Includes records where the urgency and referral source was referred from National Screening, GP/GDP urgent referral with suspicion of cancer or Direct referral to hospital and the type of first treatment was not 'Refused treatment' or 'Died' or the pathway was not clinically complex.
Filters	62 Day Target Specific Filters	--	Eligible Referrals Treated within 62 Day	Selects referrals included in the 62 day target cohort that were treated within 62 days after waiting time adjustments. This includes records where the urgency and referral source was referred from National Screening, GP/GDP urgent referral with suspicion of cancer or Direct referral to hospital and the type of first treatment was not 'Refused treatment' or 'Died' or the pathway was not clinically complex.

Filters	62 Day Target Specific Filters	--	Board of Receipt of Referral Only	Selects data where Board of Receipt of Referral is the same as Board of First Treatment.
Filters	31 Day Target Specific Filters	--	Eligible Referrals (31 Day)	Selects referrals included in the 31 day target cohort. Includes records where the type of first treatment was not 'Refused treatment' or 'Died' and the pathway was not clinically complex.
Filters	31 Day Target Specific Filters	--	Eligible Referrals Treated within 31 Days	Selects referrals included in the 31 day target cohort that were treated within 31 days after waiting times adjustments. This excludes records where the type of first treatment was 'Refused treatment' or 'Died' and the pathway was clinically complex.
Filters	Exclusion Filters	--	Exclusions (62 Day)	Selects records excluded from the 62 target because the patient died before treatment, refused all treatment or the clinical complexity of their pathway caused a delay.
Filters	Exclusion Filters	--	Exclusions (31 Day)	Selects records excluded from the 31 day target because the patient died before treatment, refused all treatment or the clinical complexity of their pathway caused a delay.
Filters	Exclusion Filters	--	Clinically Complex Pathway (62day)	Selects records where the reason for a 62 day target delay is Clinically Complex.
Filters	Exclusion Filters	--	Clinically Complex Pathway (31day)	Selects records where the reason for a 31 day target delay is Clinically Complex.
Filters	Exclusion Filters	--	Patient Died Before Treatment	Selects records where the patient died before treatment.
Filters	Exclusion Filters	--	Patient Refused All Treatment	Selects records where the patient refused all treatment.
Filters	Exclusion Filters	--	Referred by National Screening	Selects records that have been referred by National Screening.
Filters	Exclusion Filters	--	Referrals not from National Screening	Selects records where the source of referral is not National Screening.
Filters	Exclusion Filters	--	Cervical Patients not referred by National Screening	Selects records where cancer type is Cervical and the source of referral is not National Screening.
Filters	WT Adjustment Filters	--	Waiting Time Adjustment (62day)	Selects records for eligible referrals for the 62 day target with waiting times adjustments.
Filters	WT Adjustment Filters	--	Waiting Time Adjustment (31day)	Selects records for eligible referrals for the 31 day target with waiting times adjustments.
Filters	WT Adjustment Filters	--	Patient Adjustment (62day)	Selects records for eligible referrals for the 62 day target with waiting times adjustments applied for patient delays, i.e. the patient did not attend, cancelled or deferred an appointment or an other patient-induced suspension was recorded.
Filters	WT Adjustment Filters	--	Medical Adjustment (62day)	Selects records for eligible referrals for the 62 day target with waiting times adjustments applied for medical delays, i.e. temporary co-morbidity or medical suspension.
Filters	WT Adjustment Filters	--	Patient Adjustment (31day)	Selects records for eligible referrals for the 31 day target with waiting times adjustments applied for patient delays, i.e. the patient did not attend, cancelled or deferred an appointment or an other patient-induced suspension was recorded.

Filters	WT Adjustment Filters	--	Medical Adjustment (31day)	Selects records for eligible referrals for the 31 day target with waiting times adjustments applied for medical delays, i.e. temporary co-morbidity or medical suspension.

Appendix B –CWT User Request Form

Cancer Waiting Times:
ISD Scotland

Guidance to NHS Health Board Caldicott Guardians:
Access to the Cancer Waiting Times BOXI Reporting Universe

Cancer Waiting Times

Cancer Waiting Times (CWT) is part of the Information Services Division (ISD) Waiting Times Programme which works in partnership with the Scottish Government Cancer Performance Support Team (SGCPST) and NHS Boards to develop methods to measure NHS performance against Cancer Waiting Times by facilitating the collection, submission and reporting of the CWT standards.

BOXI Reporting Universe

The BOXI reporting universe will allow NHS Boards to access the CWT database in order to view and run monthly and quarterly cancer waiting times reports via a secure URL link. Boards will also be able to view reports on patients they have treated but the data has been submitted by another Board.

Training

NHS Boards were invited to an information day in November 2010 to introduce the BOXI reporting universe. The BOXI User Training Manual is available on the Guidance section of our website: http://www.isdscotland.org/Health-Topics/Waiting-Times/Cancer/Guidance/. Specific training will be available for Boards/Networks if requested.

Authorising Access

Access to the universe can only be authorised by a Caldicott Guardian. There are two levels of access (see table 1) – confidential (power user) and non-confidential (consumer user). The level of access granted should be determined by the Caldicott Guardian in association with the staff member(s) involved. Only staff members who have a genuine requirement for access to patient identifiable data should be authorised to have access to confidential data.

Table 1

Power user (confidential)	Gives the user the facility to create and run their own reports as well as refresh reports built by others.
Consumer user (non-confidential)	Users will only be able to view and refresh reports. They will not be able to create reports.

Following receipt of Caldicott Guardian authorisation, ISD will provide the nominated users with an individual user name and password to allow them to securely access the BOXI Universe.

Key points to note

- Access to the BOXI Universe can only be authorised by the NHS Board Caldicott Guardian using the attached authorisation form.
- Details should be completed for each individual that requires access (max. 5 users per Board).
- It is essential that the details supplied on the form are accurate. Incorrect information may lead to inappropriate access or delays in setting up user accounts.
- Please indicate the access permissions to be granted for each individual – power or consumer access. Only those individuals who have a genuine requirement for access to patient identifiable data should be authorised to be a power user. For the majority of users consumer access will likely be sufficient. If you have any queries regarding the levels of access please contact:

Cancer Waiting Times Team
ISD Scotland
Cirrus House
Marchburn Drive
Glasgow Airport Business Park
Paisley, PA3 2SJ

Email: nss.isdcancerwaitsnew@nhs.net

Authority to access the CWT BOXI Reporting Universe held by ISD Scotland

Please read the guidance notes in detail prior to completing this form.

NHS Board: _____

Name	Job Title	E mail address	Type of access	
			Power user	Consumer user

Access can only be authorised by the NHS Board's Caldicott Guardian

Name	
Job Title	
Organisation	
Signature	
Date	

Completed form should be returned to the Cancer Waiting Times Team, ISD, NHS National Services Scotland, Cirrus House, Glasgow Airport Business Park, Paisley PA3 2SJ.